

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

January 3, 1944

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

HEBER JAMES BROWN
1419 BROADWAY
OAKLAND

JOHN C. CUNEO
922 J STREET
MODESTO

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

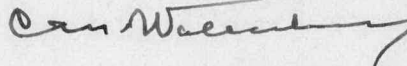
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of a regulation, currently effective, made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encls.

cc:

1944 JAN 4 PM 2 55



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SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BLDG.
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BLDG.
995 MARKET STREET

EARL WARREN
GOVERNOR
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

C. M. WOLLENBERG
DIRECTOR

Sacramento
December 31, 1943

FILED

In the office of the Secretary of State
of the State of California

JAN 4 - 1944

FRANK M. JORDAN, Secretary of State

DEPARTMENT BULLETIN NO. 230

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

By *Chris Gray* Deputy

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

Subject: Manual Revisions, Aid Affidavits and
Recapitulation Sheets, OAS-ANB-APSB-ANC

Effective with the January, 1944, aid claims there will be a simplification in the procedure of filing supplemental claims, as stated in Circular Letter No. 248.

Sections 626-40, 626-50, and 629-99 of the Manual of Policies and Procedures have been revised in accordance with the new procedure and are now in the hands of the State Printer. Due to the fact that they will not be ready for distribution until sometime in January, the following excerpts are quoted for your information and guidance:

Sec. 626-40 Submission of Aid Claims
OAS; ANB; APSB; ANC

" - - - - Aid claims shall include all county approved cases on which aid has been paid for the current month. Payments made during the current month for previous months shall also be included in the claim for the current month, but shall be listed on a separate supplemental payroll - - - -."

Sec. 626-50 Supplemental Aid Claims
OAS; ANB; APSB; ANC

" - - - - A separate supplemental payroll (Form Ag, Bl, CA 801 and CA 801 BHI) shall be prepared each month. It shall cover all of the retroactive payments made during that month for prior months, shall be attached to the regular current month's payroll, and shall be submitted to the SDSW under one affidavit. The supplemental payroll shall be marked 'Supplement for prior months,' shall show the month during which payments are made, and shall clearly indicate the amount paid for each month and the month for which each payment is made.

"A separate Recapitulation Sheet (Form Ag, Bl, CA 802) shall be submitted covering the supplemental claim for prior months and shall be marked 'Supplement for prior months.' The totals shall be carried forward to the column for prior months on the Aid Affidavit (Form Ag, Bl, CA 800 and CA 800 BHI.)

"Example: In January, aid is approved to begin on November 1, and in January warrants are issued for November, December, and January. The January warrant is reported on the regular current payroll but a separate supplemental January payroll is prepared covering the aid paid for both November and December and is marked 'Supplement for prior months.' All other warrants issued in January for prior months are also included on the same supplemental January payroll. The amount paid for each month for each case is clearly reported. The regular payroll and recapitulation sheet covering payments made for the month of January and the January supplemental payroll and recapitulation sheet for prior months are submitted as one claim. (Exception: There is no recapitulation sheet for BHI claims.) The totals for each payroll are carried forward to their respective columns for current and prior months on the January Aid Affidavit, (Form Ag, B1, CA 800, and CA 800 BHI).

"In OAS, due to the change in State participation from one-half to five-sixths effective July 1, 1943, when retroactive aid is claimed for months prior to July 1, 1943, another separate recapitulation sheet shall be filed covering all months up to that date. The totals on the recapitulation sheet for months prior to July 1, 1943, and the totals on the recapitulation sheet for months after July 1, 1943, shall be combined in the column for prior periods on the Aid Affidavit, Form Ag 800.

"Example: Retroactive aid is granted by the SSWB from April 1, 1943, through September 30, 1943, to an OAS recipient and is paid by the county in January, 1944. Two recapitulation sheets are prepared, one covering the months of April through June, and one covering the months of July through September. The payroll and both recapitulation sheets are attached to the regular January claim. The totals shown on both recapitulation sheets are combined and carried forward to the column for prior periods on the January Aid Affidavit, Form Ag 800."

Section 629-99, County Aid Claim Forms, as revised, illustrates the method of combining current and supplemental payrolls, recapitulation sheets, affidavits and other supporting schedules into one claim. Please refer to this manual section as soon as it is received.

A sample of each of the following revised forms is attached:

Forms Ag, Bl, CA 800, Ag 800-H, and CA 800 BHI - Aid Affidavit
Forms Ag, Bl, CA 802 - Recapitulation Sheet

Two forms Ag 802 are attached - one for periods before July 1, 1943, and one for periods after July 1, 1943, when State participation was increased from 1/2 to 5/6 and the maximum grant was raised from \$40 to \$50, making it necessary to add to this form a column for "Excess over \$40 in Federal cases."

You will note that columns and items for the county share have been added to these forms. Completion of these columns and items is not mandatory. They have been added only for convenience of the counties.

Initial supplies of the Aid Affidavits are being forwarded to all County Auditors. Additional supplies of all forms listed above are available upon request to the State Department of Social Welfare, 616 K Street, Sacramento. However, may we request that you exhaust the supplies on hand of the Recapitulation Sheets now in use before ordering supplies of the new forms. This can be done by making the following changes on the old forms:

Form Ag 802 (covering aid paid before 7/1/43)

Column 2 - Federal share. Change the instruction at the foot of this column to read: "Item E plus Item F. This total is 1/2 of Item D, Column 1. (Amount carried forward to Item 6 on affidavit, Form Ag 800.)"

Column 3 - State share. Change the instruction at the foot of this column to read: "Item B plus Items C, E, and F. (Amount carried forward to Item 14 on affidavit, Form Ag 800.)"

Form Ag 802 (covering aid paid after 7/1/43)

Column 4 - State share. Change instruction at the foot of this column to read: "Item B plus Items C, E, and F. (Amount carried forward to Item 14 on affidavit, Form Ag 800.)"

Form Bl 802

Column 4 - State share. Change instruction at the foot of this column to read: "Item B plus Items C, E, and F. (Amount carried forward to Item 13 on affidavit, Form Bl 800.)"

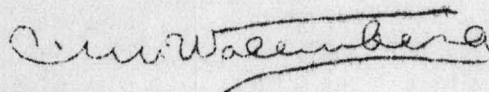
Form CA 802

Item A - Total aid paid. Change to read: "(Total Warrant Col. 4, Form CA 801 to be carried forward to Item 22 on affidavit, Form CA 800.)"

Column 4 - State share. Change instruction at the foot of this column to read: "Item J plus Item O. (Amount carried forward to Item 14 on affidavit, Form CA 800.)"

(Authority: Sec. 1556, 2188, 3087.3
Welfare and Institutions Code)

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachments

AID AFFIDAVIT

FROM _____ COUNTY
FOR THE SUPPORT OF NEEDY AGED PERSONSMONTH OF _____, 19____ FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID		FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. TOTAL AID PAID (SAME AS ITEM G, COL. 1, FORM AG 802) NUMBER OF AGED PERSONS: CURRENT MONTH _____; PRIOR MONTHS _____		\$ _____	\$ _____
2. AMOUNT PAID TO AGED PERSONS INELIGIBLE FOR FEDERAL AID (TOTAL OF ITEMS B AND C, COL. 1, FORM AG 802) NUMBER OF PERSONS: CURRENT MONTH _____; PRIOR MONTHS _____		\$ _____	\$ _____
3. TOTAL AID IN EXCESS OF \$40.00 PAID TO AGED PERSONS ELIGIBLE FOR FEDERAL AID (SAME AS ITEM G, COL. 2, FORM AG 802).....	\$ _____		\$ _____
4. TOTAL OF ITEMS 2 AND 3.....	\$ _____		\$ _____
5. BASIS FOR FEDERAL PARTICIPATION (ITEM 4 MINUS ITEM 4).....	\$ _____		\$ _____
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (1/2 OF ITEM 5) (SAME AS ITEM G, COLUMN 3, FORM AG 802)	\$ _____		\$ _____
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COL. 7, FORM AG 803)	\$ _____		
8. FEDERAL SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 9, FORM AG 804)	\$ _____		
9. TOTAL OF ITEMS 7 AND 8	\$ _____		
10. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 6 MINUS ITEM 9) (BASIS FOR ADMINISTRATIVE EXPENSE CLAIM, SAME AS ITEMS 1 AND 4, FORM AG 807)	\$ _____		\$ _____
11. FEDERAL SHARE OF COLLECTIONS (TOTAL COL. 8, FORM AG 805)	\$ _____		
12. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 10 MINUS ITEM 11)	\$ _____		
13. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 12, COL. A PLUS ITEM 10, COL. B)		\$ _____	

AMOUNT DUE FROM STATE FUNDS FOR AID			
14. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (SAME AS ITEM G, COL. 4; FOR MONTHS PRIOR 7/1/43, SAME AS ITEM G, COL. 3, FORM AG 802).....	\$ _____		\$ _____
15. STATE SHARE OF ADJUSTMENTS (TOTAL COL. 8, FORM AG 803)	\$ _____		
16. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 10, FORM AG 804).....	\$ _____		
17. STATE SHARE OF COLLECTIONS (TOTAL COL. 9, FORM AG 805)	\$ _____		
18. TOTAL OF ITEMS 15, 16, AND 17.....	\$ _____		
19. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 14 MINUS ITEM 18).....	\$ _____		
20. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 19, COL. A PLUS ITEM 14, COL. B)		\$ _____	

AMOUNTS FOR REPORTING PURPOSES ONLY		APPROVAL STAMP
21. TOTAL ADJUSTMENTS (TOTAL COL. 5, FORM AG 803).....	\$ _____	
22. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 7, FORM AG 804)	\$ _____	
23. TOTAL COLLECTIONS (TOTAL COL. 6, FORM AG 805)	\$ _____	

STATE OF CALIFORNIA, COUNTY OF _____) ss

I, _____, BEING DULY SWORN, DEPOSE AND SAYS: THAT I AM THE
COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY AGED IN AND FOR THE SAID COUNTY; THAT ALL
PROVISIONS OF CHAPTER 1 OF DIVISION III OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND
TITLE I OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOW-
LEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY
OF _____, 19____SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE
TITLE _____

TITLE _____

APPROVED _____
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO
FUNDS FOR AID IN ACCORDANCE WITH THE OLD AGE SECURITY LAW, CHAPTER 1 OF DIVISION III OF THE WELFARE AND IN-
STITUTIONS CODE, AND AMENDMENTS THERETO.

FORM AG 800, EFFECTIVE JANUARY 1, 1944
AFFIDAVIT TO ACCOMPANY MONTHLY
VOUCHER AID PAYROLL (FORM AG 801)

SIGNATURE OF COUNTY AUDITOR

CREDIT VOUCHER CLAIM-AID
(OVER)

FROM _____ COUNTY
FOR THE SUPPORT OF BLIND PERSONS

MONTH OF _____, 19____ FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. TOTAL AID PAID (SAME AS ITEM G, COL. 1, FORM BL 802) NUMBER OF BLIND PERSONS: CURRENT MONTH____; PRIOR MONTHS_____	\$ _____	\$ _____
2. AMOUNT PAID TO BLIND PERSONS INELIGIBLE FOR FEDERAL AID (SAME AS TOTAL ITEMS B & C, COL. 1, FORM BL 802) NUMBER OF PERSONS: CURRENT MONTH____; PRIOR MONTHS_____	\$ _____	\$ _____
3. TOTAL AID IN EXCESS OF \$40 PAID TO BLIND PERSONS ELIGIBLE FOR FEDERAL AID (SAME AS ITEM G, COL. 2, FORM BL 802)...	\$ _____	\$ _____
4. TOTAL OF ITEMS 2 AND 3.....	\$ _____	\$ _____
5. BASIS FOR FEDERAL PARTICIPATION (ITEM 1 MINUS ITEM 4).....	\$ _____	\$ _____
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (1/2 OF ITEM 5) (SAME AS ITEM G, COL. 3, FORM BL 802).....	\$ _____	\$ _____
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COL. 7, FORM BL 803) \$ _____		
8. FEDERAL SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 9, FORM BL 804).....	\$ _____	
9. FEDERAL SHARE OF COLLECTIONS (TOTAL COL. 7, FORM BL 805, FORMERLY BL 21).....	\$ _____	
10. TOTAL OF ITEMS 7, 8, AND 9.....	\$ _____	
11. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 6 MINUS ITEM 10)....	\$ _____	
12. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 11, COL. A PLUS ITEM 6, COL. B)	\$ _____	

AMOUNT DUE FROM STATE FUNDS FOR AID	
13. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (SAME AS ITEM G, COL. 4, FORM BL 802).....	\$ _____
14. STATE SHARE OF ADJUSTMENTS (TOTAL COL. 8, FORM BL 803)..	\$ _____
15. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 10, FORM BL 804).....	\$ _____
16. STATE SHARE OF COLLECTIONS (TOTAL COL. 8, FORM BL 805, FORMERLY BL 21).....	\$ _____
17. TOTAL OF ITEMS 14, 15, AND 16.....	\$ _____
18. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 13 MINUS ITEM 17)....	\$ _____
19. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 18, COL. A PLUS ITEM 13, COL. B)	\$ _____

AMOUNTS FOR REPORTING PURPOSES ONLY	APPROVAL STAMP
20. TOTAL ADJUSTMENTS (TOTAL COL. 5, FORM BL 803).....	\$ _____
21. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 7, FORM BL 804)	\$ _____
22. TOTAL COLLECTIONS (TOTAL COL. 5, FORM BL 805, FORMERLY BL 21).....	\$ _____

STATE OF CALIFORNIA, COUNTY OF _____ SS I, _____,
BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO THE
BLIND IN AND FOR THE SAID COUNTY; THAT ALL PROVISIONS OF CHAPTERS 1 AND 3 OF PART I OF DIVISION V OF THE WELFARE
AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE X OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO,
HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY _____
OF _____, 19____
TITLE _____
APPROVED _____
CHAIRMAN, BOARD OF SUPERVISORS

I HEREDY CERTIFY, THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAWS HAVE BEEN ISSUED AND CHARGED TO
FUNDS FOR AID IN ACCORDANCE WITH THE BLIND LAWS, CHAPTERS 1 AND 3 OF PART I OF DIVISION V OF THE WELFARE AND
INSTITUTIONS CODE, AND AMENDMENTS THERETO.

FORM BL 800, EFFECTIVE JANUARY 1, 1944
AFFIDAVIT TO ACCOMPANY MONTHLY VOUCHER
AID PAYROLL (FORM BL 801)
SIGNATURE OF COUNTY AUDITOR _____

CREDIT VOUCHER CLAIM - AID

IN _____ COUNTY
FOR THE SUPPORT OF NEEDY CHILDREN

(EXCLUDING AID PAID UNDER SECTION 1556.5 OF THE WELFARE AND INSTITUTIONS CODE)

MONTH OF _____, 19____ FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. TOTAL BASIS FOR STATE PARTICIPATION (SAME AS ITEM B, FORM CA 802) NUMBER OF CHILDREN: CURRENT MONTH____; PRIOR MONTHS_____	\$_____	\$_____
2. TOTAL FOR CHILDREN INELIGIBLE FOR FEDERAL AID (SAME AS ITEM C, FORM CA 802) NUMBER OF CHILDREN: CURRENT MONTH____; PRIOR MONTHS_____	\$_____	\$_____
3. TOTAL FOR CHILDREN ELIGIBLE FOR FEDERAL AID UNDER TITLE IV OF THE SOCIAL SECURITY ACT (ITEM 1 MINUS ITEM 2) (SAME AS ITEM D, FORM CA 802) NUMBER OF CHILDREN: CURRENT MONTH____; PRIOR MONTHS_____	\$_____	\$_____
4. LESS: EXPENDITURES IN EXCESS OF \$18 FOR ONE ELIGIBLE CHILD AND \$12 FOR EACH ADDITIONAL ELIGIBLE CHILD IN SAME HOUSEHOLD GROUP (ITEM D MINUS ITEM P, COLUMN 2, FORM CA 802).....	\$_____	\$_____
5. BASIS FOR FEDERAL PARTICIPATION (ITEM 3 MINUS ITEM 4) (SAME AS ITEM P, COLUMN 2, FORM CA 802).....	\$_____	\$_____
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID ($\frac{1}{2}$ OF ITEM 5) (SAME AS ITEM P, COLUMN 3, FORM CA 802).....	\$_____	\$_____
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COLUMN 7, FORM CA 803).....	\$_____	
8. ITEM 6 PLUS OR MINUS ITEM 7.....	\$_____	
9. FEDERAL SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 9, FORM CA 804).....	\$_____	
10. FEDERAL SHARE OF COLLECTIONS (TOTAL COLUMN 8, FORM CA 805, FORMERLY FORM CA 34-DFA).....	\$_____	
11. TOTAL OF ITEMS 9 AND 10.....	\$_____	
12. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 8 MINUS ITEM 11).....	\$_____	
13. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 12, COL. A PLUS ITEM 6, COL. B)	\$_____	\$_____

AMOUNT DUE FROM STATE FUNDS FOR AID	FOR CURRENT MONTH	FOR PRIOR MONTHS
14. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (SAME AS ITEM P, COLUMN 4, FORM CA 802).....	\$_____	\$_____
15. STATE SHARE OF ADJUSTMENTS (TOTAL COLUMN 8, FORM CA 803).....	\$_____	
16. ITEM 14 PLUS OR MINUS ITEM 15.....	\$_____	
17. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 10, FORM CA 804).....	\$_____	
18. STATE SHARE OF COLLECTIONS (TOTAL COLUMN 9, FORM CA 805, FORMERLY FORM CA 34-DFA).....	\$_____	
19. TOTAL OF ITEMS 17 AND 18.....	\$_____	
20. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 16 MINUS ITEM 19)...	\$_____	
21. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 20, COL. A PLUS ITEM 14, COL. B)	\$_____	\$_____

AMOUNTS FOR REPORTING PURPOSES ONLY	FOR CURRENT MONTH	FOR PRIOR MONTHS	APPROVAL STAMP
22. TOTAL AID PAID (ITEM A, FORM CA 802).....	\$_____	\$_____	
23. TOTAL ADJUSTMENTS (TOTAL COLUMN 6, FORM CA 803).....	\$_____		
24. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 8, FORM CA 804).....	\$_____		
25. TOTAL COLLECTIONS (TOTAL COLUMN 7, FORM CA 805, FORMERLY FORM CA 34-DFA).....	\$_____		

STATE OF CALIFORNIA, COUNTY OF _____, ss 1,
BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY
CHILDREN IN AND FOR THE SAID COUNTY; THAT ALL THE PROVISIONS OF CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE
AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE IV OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO,
HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

OF _____, 19____

TITLE

APPROVED

CHAIRMAN, BOARD OF SUPERVISORS

TITLE _____
I HEREBY CERTIFY THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS
FOR AID IN ACCORDANCE WITH THE NEEDY CHILDREN LAW, CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND IN-
STITUTIONS CODE AND AMENDMENTS THERETO.

FROM _____ COUNTY _____
STATE AID FOR
CARE OF NEEDY AGED PERSONS IN COUNTY HOSPITAL
(AS PROVIDED UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE)
MONTH OF _____, 19____ FISCAL YEAR _____
(DO NOT WRITE IN THIS SPACE)

	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. Total aid to which aged persons would be eligible under the Old Age Security Law if not confined in County Hospital. (Total of Columns 3A and 4A, Form Ag 801-H) Number of Persons: Current Month _____: Prior Months _____	\$ _____	\$ _____
2. Basis for State share -- Regular cases (Total Column 3B, Form Ag 801-H).	\$ _____	\$ _____
3. State share regular cases (5/6 of Item 2).	\$ _____	\$ _____
4. State share non-county cases (Col. 4B, Form Ag 801-H).	\$ _____	\$ _____
5. Amount due from State funds (Item 3 plus Item 4).	\$ _____	\$ _____
6. Less: State share of Adjustments (Total Col. 8, Form Ag 803)	\$ _____	
7. Net Amount due from State funds (Item 5 less Item 6).	\$ _____	
8. TOTAL AMOUNT DUE FROM STATE FUNDS (Item 7, Col. A plus Item 5, Col. B)		\$ _____

AMOUNTS FOR REPORTING PURPOSES ONLY	APPROVAL STAMP
9. Total basis for adjustment shown in Item 6. (Total Col. 5, Form Ag 803).	

STATE OF CALIFORNIA, COUNTY OF _____) ss.

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER I OF DIVISION III OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY
OF _____, 19____

CHAIRMAN, BOARD OF SUPERVISORS

TITLE _____

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE.

SIGNATURE OF COUNTY AUDITOR

AID AFFIDAVIT

FROM _____ COUNTY

FOR THE SUPPORT OF

NEEDY CHILDREN MAINTAINED IN BOARDING HOMES AND INSTITUTIONS

(AS PROVIDED UNDER SECTION 1556.5 OF THE WELFARE AND INSTITUTIONS CODE)

MONTH OF _____, 19____ FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM STATE FUNDS FOR AID	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. TOTAL BASIS FOR STATE PARTICIPATION (TOTAL COLUMNS 5A AND 5B, FORM CA 801 BHI) NUMBER OF CHILDREN: CURRENT MONTH _____; PRIOR MONTHS _____	\$ _____	\$ _____
2. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (2/3 OF COLUMN 5A PLUS TOTAL COLUMN 5B, FORM CA 801 BHI)	\$ _____	\$ _____
3. STATE SHARE OF ADJUSTMENTS (TOTAL COLUMN 8, FORM CA 803)	\$ _____	
4. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 10, FORM CA 804)	\$ _____	
5. STATE SHARE OF COLLECTIONS (TOTAL COLUMN 9, FORM CA 805, FORMERLY FORM CA 34-DFA)	\$ _____	
6. TOTAL OF ITEMS 3, 4, AND 5	\$ _____	
7. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 2 MINUS ITEM 6)	\$ _____	
8. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 7, COL. A PLUS ITEM 2, COL. B)	\$ _____	

AMOUNTS FOR REPORTING PURPOSES ONLY	FOR CURRENT MONTH	FOR PRIOR MONTHS	APPROVAL STAMP
9. TOTAL AID PAID (TOTAL WARRANT COLUMN 4, FORM CA 801 BHI)	\$ _____	\$ _____	
10. TOTAL ADJUSTMENTS (TOTAL COLUMN 6, FORM CA 803)	\$ _____		
11. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 8, FORM CA 804)	\$ _____		
12. TOTAL COLLECTIONS (TOTAL COLUMN 7, FORM CA 805, FORMERLY FORM CA 34-DFA)	\$ _____		

STATE OF CALIFORNIA)
COUNTY OF _____) ss.

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID COUNTY; THAT ALL THE PROVISIONS OF CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY _____

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

OF _____, 19____

TITLE _____

APPROVED _____

CHAIRMAN, BOARD OF SUPERVISORS

TITLE _____

I HEREBY CERTIFY THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS FOR AID IN ACCORDANCE WITH THE NEEDY CHILDREN LAW, CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE AND AMENDMENTS THERETO.

SIGNATURE OF COUNTY AUDITOR _____

AMOUNT DUE FROM COUNTY FUNDS FOR AID (FOR COUNTY USE ONLY)		FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
13. TOTAL AMOUNT DUE FROM COUNTY FUNDS FOR AID (1/3 OF COLUMN 5A, FORM CA 801 3H1).....	\$		\$
14. COUNTY SHARE OF ADJUSTMENTS (TOTAL COLUMN 9, FORM CA 803).....	\$		
15. COUNTY SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 11, FORM CA 804).....	\$		
16. COUNTY SHARE OF COLLECTIONS (TOTAL COLUMN 10, FORM CA 805, FORMERLY FORM CA 34-DFA).....	\$		
17. TOTAL OF ITEMS 14, 15, AND 16.....	\$		
18. NET AMOUNT DUE FROM COUNTY FUNDS FOR AID (ITEM 13 MINUS ITEM 17)....	\$		
19. TOTAL AMOUNT DUE FROM COUNTY FUNDS FOR AID (ITEM 18, COL. A PLUS ITEM 13, COL. B)			\$

THIS STATEMENT MUST BE COMPLETED WITH AN ORIGINAL AND TWO COPIES OF THE STATEMENT OF FINANCIAL POSITION OF THE COUNTY AND THE STATEMENT OF THE COUNTY'S FINANCIAL POSITION FOR THE YEAR ENDING DECEMBER 31, 1960. THE STATEMENT OF FINANCIAL POSITION OF THE COUNTY MUST BE COMPLETED BY THE COUNTY CLERK AND THE STATEMENT OF THE COUNTY'S FINANCIAL POSITION MUST BE COMPLETED BY THE COUNTY COMPTROLLER. THE STATEMENT OF FINANCIAL POSITION OF THE COUNTY MUST BE COMPLETED BY THE COUNTY CLERK AND THE STATEMENT OF THE COUNTY'S FINANCIAL POSITION MUST BE COMPLETED BY THE COUNTY COMPTROLLER.

COUNTY OF		STATE OF CALIFORNIA	
TITLE OF EMPLOYMENT		COUNTY OF	
13. TOTAL AMOUNT DUE FROM COUNTY FUNDS FOR AID (1/3 OF COLUMN 5A, FORM CA 801 3H1).....	\$		
14. COUNTY SHARE OF ADJUSTMENTS (TOTAL COLUMN 9, FORM CA 803).....	\$		
15. COUNTY SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 11, FORM CA 804).....	\$		
16. COUNTY SHARE OF COLLECTIONS (TOTAL COLUMN 10, FORM CA 805, FORMERLY FORM CA 34-DFA).....	\$		
17. TOTAL OF ITEMS 14, 15, AND 16.....	\$		
18. NET AMOUNT DUE FROM COUNTY FUNDS FOR AID (ITEM 13 MINUS ITEM 17)....	\$		
19. TOTAL AMOUNT DUE FROM COUNTY FUNDS FOR AID (ITEM 18, COL. A PLUS ITEM 13, COL. B)			\$

STATE OF CALIFORNIA

THE STATE OF CALIFORNIA

THE STATE OF CALIFORNIA

THE STATE OF CALIFORNIA

THE STATE OF CALIFORNIA

THE STATE OF CALIFORNIA

THE STATE OF CALIFORNIA

THE STATE OF CALIFORNIA

RECAPITULATION SHEET

From _____ County

FOR AID TO NEEDY AGED PERSONS

Month of _____, 19__

INCLUDE ONLY AID COVERING MONTHS BEFORE JULY 1, 1943

	COLUMN 1 Total Aid Paid Under Old Age Security Law (TOTAL COL. 4, FORM AG 801)	COLUMN 2 Federal Share	COLUMN 3 State Share	COLUMN 4 County Share
A) TOTAL AID (Non-federal, non- county non-federal, non-county and regular cases.) SHOW IN COLUMN 1	\$			
B) LESS: TOTAL OF NON- FEDERAL CASES SHOW IN COLUMN 1 (STATE SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COLUMN 3; COUNTY SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COLUMN 4)	\$		\$	\$
C) LESS: TOTAL OF NON- COUNTY NON-FEDERAL CASES SHOW IN COLUMNS 1 AND 3	\$		\$	
D) BASIS FOR FEDERAL PARTICIPATION SHOW IN COLUMN 1 (ITEM A MINUS ITEMS B AND C)	\$			
E) LESS: TOTAL OF NON- COUNTY CASES SHOW IN COLUMN 1 (FEDERAL SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COLUMN 2; STATE SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COLUMN 3)	\$	\$	\$	
F) TOTAL OF REGULAR CASES SHOW IN COLUMN 1 (ITEM D MINUS ITEM E) (FEDERAL SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COLUMN 2; STATE SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COLUMN 3; COUNTY SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COLUMN 4)	\$	\$	\$	\$
G) GRAND TOTALS	\$	\$	\$	\$
	SAME AS ITEM A. (AMOUNT CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM AG 800.)	ITEM E PLUS ITEM F. THIS TOTAL IS $\frac{1}{2}$ OF ITEM D, COLUMN 1. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM AG 800.)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FORWARD TO ITEM 14 ON AFFIDAVIT, FORM AG 800.)	ITEM B PLUS ITEM F. (COUNTY USE ONLY.)

RECAPITULATION SHEET

From _____ County

FOR AID TO NEEDY AGED PERSONS

Month of _____, 19__

INCLUDE ONLY AID COVERING MONTHS AFTER JULY 1, 1943

	COLUMN 1 TOTAL AID PAID UNDER THE OLD AGE SECURITY LAW (TOTAL COL. 4, FORM AG 801)	COLUMN 2 AMOUNT IN EX- CESS OF \$40.00 IN FEDERAL CASES (TOTAL COL. 5, FORM AG 801)	COLUMN 3 FEDERAL SHARE	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
A) TOTAL AND EXCESS AID (NON-FEDERAL, NON-COUNTY NON-FEDERAL, NON-COUNTY, AND REGULAR CASES) SHOW IN COLS. 1 & 2	\$	\$			
B) LESS: TOTAL OF NON- FEDERAL CASES SHOW IN COL. 1 (STATE SHARE IS 5/6 OF TOTAL, SHOW IN COL. 4; COUNTY SHARE IS 1/6 OF TOTAL, SHOW IN COL. 5)	\$			\$	\$
C) LESS: TOTAL OF NON- COUNTY NON-FEDERAL CASES SHOW IN COL. 1 & 4	\$			\$	
D) TOTAL OF FEDERAL CASES (ITEM A MINUS ITEMS B & C, COL. 1)	\$				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES SHOW IN COLS. 1 & 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL, SHOW IN COL. 4)	\$	\$	\$	\$	
F) TOTAL AND EXCESS OF REGULAR CASES ITEM D MINUS ITEM E, COL. 1 ITEM A MINUS ITEM E, COL. 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; TOTAL (COL. 1-F) LESS FEDERAL (COL. 3) 5/6 OF RESULT EQUALS STATE SHARE, SHOW IN COL. 4-F; TOTAL (COL. 1-F) LESS FEDERAL (COL. 3) 1/6 OF RESULT EQUALS COUNTY SHARE, SHOW IN COL. 5-F)	\$	\$	\$	\$	\$
G) GRAND TOTALS	\$	\$	\$	\$	
	SAME AS ITEM A. (AMOUNT CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM AG 800)	SAME AS ITEM A. (AMOUNT CARRIED FOR- WARD TO ITEM 3 ON AFFIDAVIT, FORM AG 800)	ITEM E PLUS ITEM F. THIS TOTAL IS THE SAME AS TOTAL OF ITEM D, COL. 1 LESS EXCESS ITEM A, COL. 2, DIVIDED BY TWO. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM AG 800)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FORWARD TO ITEM 14 ON AFFIDAVIT, FORM AG 800)	ITEM D PLUS ITEM F. (COUNTY USE ONLY)

RECAPITULATION SHEET

From _____ County

FOR AID TO THE BLIND

For month of _____, 19__

	COLUMN 1 Total Aid Paid Under the Blind Laws (TOTAL COL. 4, FORM DL 801)	COLUMN 2 Amount in Excess of \$40.00 in Federal Cases (TOTAL COL. 5, FORM DL 801)	COLUMN 3 Federal Share	COLUMN 4 State Share	COLUMN 5 County Share
A) TOTAL AND EXCESS AID (non-federal, non- county, non-county non-federal, and regular cases) SHOW IN COLS. 1 & 2	\$	\$			
B) LESS: TOTAL OF NON- FEDERAL CASES SHOW IN COL. 1 (STATE SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COL. 4; COUNTY SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COL. 5)	\$			\$	
C) LESS: TOTAL OF NON- COUNTY NON-FEDERAL CASES SHOW IN COLS. 1 & 4	\$			\$	
D) TOTAL OF FEDERAL CASES (ITEM A MINUS ITEMS B & C, COL. 1)	\$				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES SHOW IN COLS. 1 & 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL, SHOW IN COL. 4)	\$	\$	\$	\$	
F) TOTAL AND EXCESS OF REGULAR CASES ITEM D MINUS ITEM E, COL. 1 ITEM A MINUS ITEM E, COL. 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL DIVIDED BY 2, SHOW IN COL. 4; COUNTY SHARE IS TOTAL LESS FEDERAL DIVIDED BY 2, SHOW IN COL. 5)	\$	\$	\$	\$	\$
G) GRAND TOTALS	\$	\$	\$	\$	\$
	SAME AS ITEM A (AMOUNT CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM DL 800)	SAME AS ITEM A (AMOUNT CARRIED FORWARD TO ITEM 3 ON AFFIDAVIT, FORM DL 800)	ITEM E PLUS ITEM F. THIS TOTAL IS THE SAME AS TOTAL OF ITEM D, COL. 1 LESS EXCESS ITEM A, COLUMN 2, DIVIDED BY TWO. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM DL 800)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FOR- WARD TO ITEM 13 ON AFFIDAVIT, FORM DL 800.	ITEM B PLUS ITEM F. (COUNTY USE ONLY)

RECAPITULATION SHEET

FROM _____ COUNTY

FOR AID TO NEEDY CHILDREN

FOR MONTH OF _____, 19__

- ITEM A. TOTAL AID PAID
(TOTAL WARRANT COL. 4, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 22 ON AFFIDAVIT, FORM CA 800) \$ _____
- ITEM B. TOTAL BASIS FOR STATE PARTICIPATION
(TOTAL COLUMNS 5A AND 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM CA 800) \$ _____
- ITEM C. TOTAL INELIGIBLE FOR FEDERAL PARTICIPATION
(TOTAL COLUMN 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 2 ON AFFIDAVIT, FORM CA 800) \$ _____
- ITEM D. TOTAL ELIGIBLE FOR FEDERAL PARTICIPATION
(TOTAL COLUMN 5A, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 3 ON AFFIDAVIT, FORM CA 800) \$ _____

COMPUTATION OF FEDERAL, STATE, AND COUNTY SHARES:

	COLUMN 1 BASIS FOR STATE PARTICIPATION	COLUMN 2 BASIS FOR FED- ERAL PARTICIPATION (COL. 6 ON PAY ROLL, FORM CA 801)	COLUMN 3 FEDERAL SHARE (1/2 OF COL. 2 ON RECAPITULA- TION SHEET, FORM CA 802)	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
<u>CASES HAVING REQUIRED COUNTY RESIDENCE</u>					
ITEM					
E) ELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$	\$	\$		
F) INELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801.	\$				
G) TOTAL ITEMS E AND F	\$				
H) LESS FEDERAL SHARE (SAME AS ITEM E, COLUMN 3)	\$				
I) BASIS FOR COMPUTING STATE SHARE (ITEM G LESS ITEM H)	\$				
J) STATE SHARE (2/3 OF ITEM I SHOW IN COL. 4)				\$	
K) COUNTY SHARE (1/3 OF ITEM I SHOW IN COL. 5)					\$
<u>CASES NOT HAVING REQUIRED COUNTY RESIDENCE</u>					
ITEM					
K) ELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$	\$	\$		
L) INELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801.	\$				
M) TOTAL ITEMS K AND L	\$				
N) LESS FEDERAL SHARE (SAME AS ITEM K, COLUMN 3)	\$				
O) STATE SHARE (ITEM M LESS ITEM N)				\$	
P) TOTALS		\$	\$	\$	\$
		ITEM E PLUS ITEM K. (AMOUNT CARRIED FORWARD TO ITEM 5 ON AFFIDAVIT, FORM CA 800.)	ITEM E PLUS ITEM K. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM CA 800.)	ITEM J PLUS ITEM O. (AMOUNT CARRIED FORWARD TO ITEM 14 ON AFFIDAVIT, FORM CA 800.)	SAME AS ITEM J. (COUNTY USE ONLY)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

January 7, 1944

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

HEBER JAMES BROWN
1419 BROADWAY
OAKLAND

JOHN C. CUNEO
922 J STREET
MODESTO

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

In the office of the Secretary of State
of the State of California

JAN 7 - 1944

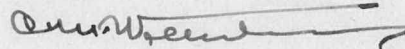
FRANK M. JORDAN, Secretary of State

Dear Mr. Jordan:

Attached are three copies of a regulation, currently effective, made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encls.

IN REPLY PLEASE REFER
TO:

1944 JAN 7 PM 3 32

FOR VICTORY



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 4, 1944

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

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922 J STREET
MODESTO

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POST OFFICE BOX 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

DEPARTMENT BULLETIN NO. 69-1

IN REPLY PLEASE REFER
TO:

TO: COUNTY WELFARE DIRECTORS
(EXCLUDING ALAMEDA, LOS ANGELES, SACRAMENTO, SAN DIEGO,
SAN FRANCISCO, AND SANTA CLARA COUNTIES)

Subject: War Duration Appointments

Upon the recommendation of the Merit System Advisory Committee, the State Social Welfare Board, at its December, 1943, meeting, approved a policy permitting "War-Duration" appointments under the County Merit System. This will enable county welfare departments to fill vacancies in certain classes of positions with less well-qualified personnel who do not meet the present minimum qualifications for regular appointments but who would meet the newly established "War-Duration" minimum qualifications.

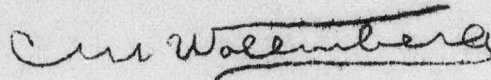
Attached are copies of the "War-Duration" minimum qualifications for the thirteen classes in which "War-Duration" appointments may be made. The classes are as follows:

1. County Welfare Director III
2. County Welfare Director IV
3. County Welfare Director V
4. Public Assistance Worker, Grade I
5. Public Assistance Worker, Grade II
6. Junior Bookkeeper Clerk
7. Junior Clerk
8. Junior Stenographer Clerk
9. Junior Typist Clerk
10. Senior Clerk
11. Senior Stenographer Clerk
12. Senior Typist Clerk
13. Receptionist

Until such time as the Merit System Rules and Regulations are revised, "War-Duration" appointments will be permitted immediately under the following conditions:

1. "War-Duration" appointments may be made only in the absence of available county Merit System eligible lists;
2. "War-Duration" appointments will continue at the pleasure of the appointing authority but not to exceed 180 days after the termination of the war;
3. "War-Duration" appointments may be retained regardless of the fact that inactive eligibles may become active eligibles subsequent to a "War-Duration" appointment;
4. Upon the establishment of regular eligible lists for a class, "War-Duration" appointments shall be replaced whenever there are three or more available eligibles resulting from a subsequent examination and whenever said eligibles are willing to accept the position filled by the "War-Duration" appointee;
5. "War-Duration" appointments may be made provided that the candidate meets the "War-Duration" minimum qualifications for the class of position as recommended by the Merit System Advisory Committee and as approved by the State Social Welfare Board;
6. "War-Duration" appointees shall not be required to take a Merit System examination for their tenure.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
State Department of Social Welfare

Attachments

(Authority: Sections 118 and 118.1, Welfare and Institutions Code)

COUNTY WELFARE DIRECTOR III

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

AND

Experience: Six years of qualifying experience as described below, of which at least one year must have been in an executive or supervisory capacity.

Qualifying Experience: Successful full time paid employment in a responsible capacity in one or more of the following fields: public or private welfare agency, public management, business management, public school administration, public health administration, teaching in a recognized school of social work, or in other related fields involving public contact responsibilities.

OR

Alternate Education and Experience Requirements: One year of study completed in a college or university may be substituted for one year of qualifying experience. Maximum substitution allowable: four years of completed undergraduate study and one year of completed graduate study for five years of experience, but in all instances at least one year of the qualifying experience must have been in an executive or supervisory capacity.

Approved by the Social Welfare Board on 12/17/43

COUNTY WELFARE DIRECTOR IV

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

AND

Experience: Six years of qualifying experience as described below, of which at least two years must have been in an executive or supervisory capacity.

Qualifying Experience: Successful full time paid employment in a responsible capacity in one or more of the following fields: public or private welfare agency, public management, business management, public school administration, public health administration, teaching in a recognized school of social work, or in other related fields involving public contact responsibilities.

OR

Alternate Education and Experience Requirement: One year of study completed in a college or university may be substituted for one year of qualifying experience. Maximum substitution allowable: four years of completed undergraduate study for four years of experience, but in all instances at least two years of the qualifying experience must have been in an executive or supervisory capacity.

Approved by the Social Welfare Board on 12/17/43

COUNTY WELFARE DIRECTOR V

War Duration Minimum Qualifications:

Education: Equivalent to that represented by the completion of the twelfth grade.

AND

Experience: Eight years of qualifying experience as described below, of which at least three years must have been in an executive or supervisory capacity.

Qualifying Experience: Successful full time paid employment in a responsible capacity in one or more of the following fields: public or private welfare agency, public management, business management, public school administration, public health administration, teaching in a recognized school of social work, or in other related fields involving public contact responsibilities.

OR

Alternate Education and Experience Requirement: One year of study completed in a college or university may be substituted for one year of qualifying experience. Maximum substitution allowable: four years of completed undergraduate study and one year of completed graduate study for five years of experience, but in all instances at least three years of the qualifying experience must have been in an executive or supervisory capacity.

Approved by the Social Welfare Board on 12/17/43

PUBLIC ASSISTANCE WORKER GRADE I

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

AND

Experience: Three years, within the last fifteen years, of qualifying experience as described below.

Qualifying Experience:

- (1) Successful full time paid employment in any of the following fields: public or private assistance, social case work or welfare administration, social group work, public health or school nursing, school teaching, school administration, agricultural extension service, public employment service or unemployment compensation interviewing, probation work; or as an employee in a responsible capacity in a business establishment or governmental agency, or other related fields involving public contact responsibilities.
- (2) Successful paid employment in a county welfare department performing diversified tasks of increasingly greater responsibility, closely related to that of a public assistance worker including client contact.

OR

Alternate Education and Experience Requirement: One year of successfully completed study in a college or university may be substituted for one and one-half years of the required qualifying experience. Maximum substitution allowable: two years of college completed for three years of experience.

Approved by the Social Welfare Board on 12/17/43

BLIC ASSISTANCE WORKER GRADE I

War Duration Minimum Qualifications:

Completion of six months of satisfactory employment as a Public Assistance Worker, Grade I.

OR

Education: Equivalent to that represented by completion of the twelfth grade.

AND

Experience: Four years within the last fifteen years of qualifying experience as described below.

Qualifying Experience: Successful full time paid employment in a professional or other responsible capacity in any of the following fields: public or private assistance, social case work or welfare administration, social group work, public health or school nursing, school teaching, school administration, agricultural extension service, public employment service or unemployment compensation interviewing, probation work, or other related fields involving public contact responsibilities.

OR

Alternate Education and Experience Requirement: One year of successfully completed study in a college or university may be substituted for one year of the required qualifying experience. Maximum substitution allowable: four years of completed undergraduate study for four years of experience.

Approved by the Social Welfare Board on 12/17/43

SENIOR CLERK

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

AND

Experience: Three years of successful full time paid experience in clerical work.

OR

Alternate Education and Experience Requirement:

- (1) Six months of full time paid experience in clerical work may be substituted for one year of high school. Maximum substitution allowable: two years of experience for four years of high school.
- (2) One year of successfully completed training, specializing in commercial subjects, in a recognized college or university or business school may be substituted for one year of qualifying experience. Maximum substitution allowable: two years of the specified business training for two years of qualifying experience.

Approved by the Social Welfare Board on 12/17/43

JUNIOR BOOKKEEPER-CLERK

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

OR

Alternate Education and Experience Requirement:

- (1) Six months of full time paid experience in keeping or reviewing financial or statistical records may be substituted for one year of high school. Maximum substitution allowable: two years of experience for four years of high school.

Approved by the Social Welfare Board on 12/17/43

RECEPTIONIST

War Duration Minimum Qualifications:

Education: Completion of the twelfth grade.

AND

Experience: One year of paid experience in clerical work.

OR

Alternate Education and Experience:

- (1) Six months of clerical experience may be substituted for one year of high school. Maximum substitution allowable: Two years of experience for four years of high school.
- (2) One year of study completed in a college or university may be substituted for one year of paid experience.

Approved by the Social Welfare Board on 12/17/43

JUNIOR CLERK

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

Experience: None required.

Alternate Education and Experience: Six months of full time paid clerical experience may be substituted for one year of high school education. Maximum substitution allowable: Two years of experience for four years of high school.

Approved by the Social Welfare Board on 12/17/43

JUNIOR TYPIST CLERK

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

Experience: None required.

Alternate Education and Experience Requirement: Six months of full time paid experience in typing and clerical work may be substituted for one year of high school. Maximum substitution allowable: Two years of qualifying experience for four years of high school.

Approved by the Social Welfare Board on 12/17/43

JUNIOR STENOGRAPHER CLERK

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade, including or supplemented by a course in stenography.

Experience: None required.

Alternate Education and Experience: Six months of full time paid experience in stenographic and clerical work may be substituted for one year of high school. Maximum substitution allowable: Two years of qualifying experience for four years of high school.

Approved by the Social Welfare Board on 12/17/43

SENIOR TYPIST CLERK

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

AND

Experience: Three years of successful full time paid experience in typing and clerical work.

OR

Alternate Education and Experience Requirement:

- (1) Six months of full time paid experience in typing and clerical work may be substituted for one year of high school. Maximum substitution allowable: two years of qualifying experience for four years of high school.
- (2) One year of successfully completed training, specializing in commercial subjects, in a recognized college or university or business school may be substituted for one year of qualifying experience. Maximum substitution allowable: two years of the specified business training for two years of qualifying experience.

Approved by the Social Welfare Board on 12/17/43

SENIOR STENOGRAPHER CLERK

War Duration Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade.

AND

Experience: Three years of successful full time paid experience in stenographic and clerical work.

OR

Alternate Education and Experience Requirement:

- (1) Six months of full time paid experience in stenographic and clerical work may be substituted for one year of high school. Maximum substitution allowable: two years of experience for four years of high school.
- (2) One year of successfully completed training, specializing in commercial subjects, in a recognized college or university or business school may be substituted for one year of qualifying experience. Maximum substitution allowable: Two years of the specified business training for two years of qualifying experience.

Approved by the Social Welfare Board on 12/17/43

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SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

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DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 11, 1944

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1680 NORTH VINE STREET
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Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

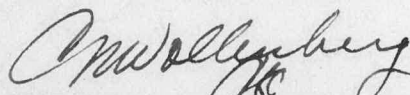
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encls.
52:797

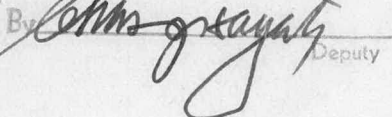
1944 JAN 12 AM 11 34

FILED

in the office of the Secretary of State
of the State of California

JAN 12 1944

FRANK M. JORDAN, Secretary of State

By  Deputy



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SACRAMENTO
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GOVERNOR
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

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Sacramento
January 10, 1944

1297

MANUAL LETTER NO. 46

The material you receive herewith is to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters:

Fair Hearing	Reissued
Table of Contents	Revisions 53, 54, 55, 56
Real Property	Revisions 42, 43, 44, 45, 46
Personal Property	Revision 12
Income	Revision 6
Classification	Revisions 12, 13, 14, 15
Investigation and Decision	Secs. 462-00 thru 462-50
Special Services	Revision 11
Glossary	

Secs. 132-30, 132-60 and 143-79 were approved by the Social Welfare Board on September 23, 1943. Secs. 153-60, 233-25, 233-30 and 233-35 were approved on October 28, 1943, while Secs. 131-20 and 132-00 were approved on December 16, 1943. The other sections were adopted on November 18, 1943.

Many of these changes are necessitated by the 1943 amendments to the Welfare and Institutions Code. Your attention is directed particularly to the following material:

Secs. 132-03, 142-00, 143-00, 143-10 and 143-15 liberalizes the policy on encumbrances of record to bring it into accord with Attorney General's Opinion NS5134, issued October 4, 1943.

Sec. 153-60 sets forth that per capita cost in non-profit, fraternal or benevolent institutions is now a factor in determining income only in ANB and APSB.

Sec. 153-80 permits the allocation of income to the spouse, either eligible or ineligible, and sets forth a revised policy relating to servicemen's allowances.

Sec. 193-30 clarifies the policy regarding aid for a child whose father has been convicted under a military general court martial.

Sec. 233-30 relates to the verification of unemployment insurance.

Sec. 233-35 which contains the present department policy on verification of OASI includes a reference to Form DPA 1, DPA 2 and DPA 3. They will be added to Sec. 250-99 at a later date.

Sec. 233-40 relates to the verification of family allowances for dependents of servicemen.

Sec. 233-45 sets forth the method for verifying Railroad Retirement annuities or benefits.

Sec. 235-55 outlines the procedure for establishing eligibility for the child whose father has been convicted by a military general court martial.

Secs. 462-00 through 462-20 in the chapter on Special Services describes the Extramural program of the State Department of Institutions.

Sec. 462-50 sets forth conditions under which the State Department of Institutions becomes guardian.

The issuance of this material renders obsolete all of Department Bulletin 98 Revised (7/1/43).

Certain portions of other Department Bulletins are rendered obsolete as follows:

Dept. Bulletin #211: Page 15 becomes obsolete in its entirety, the current portions of that page being included in Secs. 132-03, 143-00, 143-15.
Page 16 becomes obsolete except for the sentence beginning "The county assessed valuation..." at the bottom of the page. Material otherwise appearing on the page and not heretofore included in manual sections becomes obsolete by the issuance of Sec. 132-41.
Page 17, paragraphs 2, 3 and 4 are obsolete due to Sec. 132-03.

Portions of existing bulletins which have been rendered obsolete by the issuance of this material should be so marked on those bulletins.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

REVISION RECORD

Revisions issued in changing this chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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132-07 **Sec. 132-07 Determination of Value of Unassessed Real Property**
OAS; ANB; APSB; ANC

REV. & TAX CODE SECS. 201, 204, 531; NAC SECS.
301, 301.5, 301.6, 1520, 1560, 2141, 2164, 2165,
3047, 3075, 3447, 3460

When an interest in real property, such as unpatented mining claims, timber, oil or mineral rights or leaseholds, cemetery property held for profit, etc., is declared but is not listed on the local assessment rolls, it shall be referred to the county assessor to determine whether or not it is assessable, and if assessable, its assessed value. The assessed value so determined shall be used in establishing eligibility to OAS, ANB, APSB and ANC.

Burial space is generally considered real property. Property used or held exclusively for burial, *except when held for profit*, is not subject to local assessment. For the purpose of establishing eligibility for aid, when the assessed value of the other real property holdings approaches the maximum permitted for the specific category of aid, the value of any cemetery, mausoleum, or columbarium property intended for the use of the owner or his family shall be determined in accordance with the assessed value of similar property which is held for profit in the same or another comparable cemetery, mausoleum or columbarium. It is suggested as a guide, when the total assessed value of other holdings exceeds \$2800, that such determination be made.

Example a: Mr. A owns three grave plots. One of the plots is occupied, one is reserved for the use of his wife, one for his own use. Comparable lots which are held for profit in the same cemetery are assessed at \$15 each. It would be considered, therefore, that the county assessed value of the remaining plots is \$15 each. The sum of \$30 would be added to the county assessed value of Mr. A's other real property holdings in determining his eligibility according to the provisions of the respective category of aid.

Example b: Mrs. B owns ten cemetery plots which she is holding for investment purposes. The county assessor states that the assessed value of these plots is \$150. The sum of \$150 is added to the county assessed value of Mrs. B's other real property holdings in determining her eligibility according to the provisions of the respective category of aid.

132-10 **Sec. 132-10 Assessed Value Not Affected by Tax Exemptions**
OAS; ANB; APSB; ANC

REV. & TAX. CODE PART 2, CH. 1, ART. 1; NAC SECS.
1520, 2164, 2165, 3047, 3447

Some persons, including veterans, and in some instances, widows and parents of veterans, are allowed certain exemptions from tax payments, i.e., a fixed sum is deducted from the true assessed value of property before the amount of tax payment is established.

The true assessed value of property is considered in determining eligibility in the categorical aids. Exemptions allowed for tax purposes are not deducted in determining total assessed value.

In some counties, assessors' records show the true assessed value while in other counties the assessed value for tax purposes only is given. The method in use in each county must be ascertained. If the exemption is deducted before entry in the assessor's records the exact amount of exemption must be added to the recorded sum to determine true assessed value.

132-15 **Sec. 132-15 Assessed Value of Real Property Outside of State**
OAS; ANB; APSB; ANC

NAC SECS. 1520, 1560, 2141, 2164, 2165, 3047,
3075, 3447, 3460, 2165A

Property, both within and without the State, is included in the assessed value of real property. For exception in OAS, see Sec. 131-20, Ownership of Real Property Outside State by Separated Spouse. In other states, assessed value is not necessarily fifty per cent of appraised value as is true in California. The difference in the assessment rate, however, does not affect eligibility for the particular category of aid. (See Sec. 132-30, Determination of Assessed Value of Real Property.)

Sec. 131-20 Ownership of Real Property Outside State by Separated Spouse **W&IC SECS. 103.5, 2141, 2165, 2165A** **131-20**
 OAS

Real property of a spouse who has not been living with the applicant for at least five years is not considered in determining eligibility in OAS if all the following requirements are met:

1. Such real property is located in another State;
2. It is the property of a spouse who is not a legal resident of California;
3. It is the property of a spouse with whom the applicant has not been living for at least five years preceding the application for aid (it is the presumption that applicant has not been living with spouse within last five years if they have not been members of the same household within that period);
4. The applicant or recipient has no present existing legal interest in the property.

The property laws of the State in which such property is located govern in determining that the applicant does, or does not, have an interest in it. When the applicant claims to have no interest in real property of a nonresident spouse from whom he has been separated for five years, the district attorney in the county of application shall be consulted to determine if the applicant has a present legal interest in such property. Determination of his interest, or lack of it, is not necessary when the county assessed value of the out-of-State property is known and its value together with the county assessed value of all other real property owned by the couple does not exceed \$3,000, after encumbrances have been deducted.

Sec. 132-00 Limitation on Assessed Value of Real Property **W&IC SECS. 1520, 2164, 2165, 3047, 3447, 2165A** **132-00**
 OAS; ANB; APSB; ANC

The current county assessed value of real property shall be taken into account in determining eligibility, i.e., the value of real property as entered on the records of assessor of county in which the property is located. The actual value of real property or its saleability is not a factor to be considered in determining assessed valuation for eligibility purposes.

In OAS, the assessed value of combined real property of applicant and spouse, less encumbrances, shall not exceed \$3,000. For exception see Sec. 131-20, Ownership of Real Property Outside State by Separated Spouse.

In ANC, the assessed value of combined real property of child or children and their parent or parents shall not exceed \$3,000.

In ANB and APSB aid shall not be granted any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances of record on such property, exceeds \$3,000.

In California, county assessed value is presumed to be fifty per cent of the appraised value of real property.

Sec. 132-03 Encumbrances of Record Deducted from Assessed Value of Real Property **W&IC SECS. 2163, 2164, 3047, 3447** **132-03**
 OAS; ANB; APSB

Encumbrances of record shall be deducted from the county assessed value of real property before the \$3,000 limitation on county assessed value is applied in determining eligibility. Encumbrances include any debt for which the property is security but to be deductible, the encumbrance shall be a written record the discharge of which requires the payment of money. (See Glossary-Encumbrances.) The existence, amount, and duration of all encumbrances to be deducted from the applicant's property shall be determined and accurately recorded.

A search of the county recorder's records may be necessary for verification of an encumbrance against real property. Verification of the amount of the unpaid balance and the duration of the encumbrance may be made by interview or correspondence with the holder of a mortgage or note and/or by inspection of the document. (See Sec. 233-00, Verification of Real and Personal Property.)

Some of the more common types of encumbrances on real property are:

Mortgages	Judgment liens	Builders' liens
Deeds of trust	Loans	Assessments
Delinquent tax liens	Mechanics' liens	Attachments

132-41 Sec. 132-41 Value of Real Property Held in Trust **W&IC SECS. 2163.1, 2164, 1521.5, 3047.5, 3047, 3447, 3448**
OAS; ANB; APSB; ANC

When an applicant or recipient does not have control of all or part of a trust of which he is the beneficiary the assessed value of the real property in the trust or that portion of it not under his control (less encumbrances of record in OAS, ANB and APSB) shall not be considered in determining the real property holdings of the applicant or recipient.

When ownership of the trust is dependent upon the occurrence of a certain event, such as the applicant or recipient attaining the age of 21 years, such trust is not considered the property of the applicant or recipient until the stipulated event occurs.

132-46 Sec. 132-46 Joint Tenancy or Tenancy in Common **CIV. C. SECS. 683, 685**
OAS; ANB; APSB; ANC

When property is held in joint tenancy or in tenancy in common by one or more persons, the interest of each owner is deemed to be his equal proportionate share of the total assessed value of the property.

132-50 Sec. 132-50 Life Estate **W&IC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447, 3460**
OAS; ANB; APSB; ANC

The county assessed valuation of all real property in which life estate is held, together with all other owned real property, shall be considered in determining eligibility in accordance with requirements of respective category of aid. (See Sec. 135-80, Transfer of Real Property with Reservation of Life Estate Interest.)

132-51 Sec. 132-51 Remainderman's Interest **CIV. C. SECS. 690, 693, 694, 695, 696, 765; W&IC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447, 3460**
OAS; ANB; APSB; ANC

The assessed valuation of real property in which a vested future interest is held shall be considered in determining eligibility of the remainderman. If the future interest is contingent, the value of the property shall not be considered in determining his eligibility.

A future interest is vested when the remainderman would have a right to the immediate possession of the property upon the ceasing of the intermediate or precedent interest such as life estate or other intermediate holding. Certain other types are considered contingent interests. It is suggested that whenever question arises as to whether the interest of the remainderman is contingent or vested it be referred to the district attorney for decision.

132-52 Sec. 132-52 Undistributed Estates **W&IC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447, 3460**
OAS; ANB; APSB; ANC

Real property in an undistributed estate shall be considered the property of the applicant or recipient only when the property is available to the applicant or recipient prior to distribution of the estate. The county assessed value of such real property shall be considered in determining eligibility.

When property is inherited during the receipt of aid and (1) is available to the recipient prior to distribution of the estate or (2) the estate is distributed, its value shall be determined, and considered together with the value of other real property holdings in accordance with the requirements of the particular category of aid. (See Secs. 144-10, Determination of Property Value of Undistributed Estates, and 145-10, Personal Property acquired by Inheritance.)

132-54 Sec. 132-54 Real Property Bought or Sold Under Contract of Sale (Title Not Passing) **W&IC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447, 3460**
OAS; ANB; APSB; ANC

When real property is sold under a contract of sale, title remaining with the seller (vendor), the assessed value of the property, regardless of the seller's equity in it, shall be considered in determining eligibility for aid.

The buyer (vendee) of real property under contract of sale is the owner of an equitable interest in such real property, and is also regarded as the owner of the property. The assessed valuation of property being purchased under contract of sale shall be considered in determining the eligibility of the buyer (vendee) for aid.

If both the seller and the buyer of property being sold under a contract of sale are applying for or receiving aid the assessed valuation of the property is considered in determining the eligibility of each.

Sec. 132-20 Real Property Outside U. S. **W&IC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3447, 3460, 3075** **132-20**
OAS; ANB; APSB; ANC

When real property is located outside the United States, the assessed valuation shall be considered on the basis of rate of exchange in American dollars, regardless of manner by which other units of government determine the assessed value of such property. If, e.g., the Mexican Consul advised that property in Mexico was assessed at 1000 pesos and rate of exchange was 5 pesos to 1 dollar, the assessed value of the property would be \$200.

To obtain information regarding real property located outside the United States, various sources are used. When no language barrier exists, the county may correspond with the unit of government or public official concerned. When a language barrier exists, inquiry is generally directed to an American Consul in the country concerned. The nearest representative of the other country may also be consulted.

During the present period of hostilities, continued ownership of real property located in countries actively at war, or in conquered or occupied areas, is in doubt and the value, if any, of the holdings can not be ascertained. When it is impossible to obtain reasonably positive evidence of eligibility or ineligibility with respect to real property located in such countries, it is the presumption that continued ownership is in doubt and that such property has no present value in determining eligibility. For the present, investigation of such holdings need not be pursued. Upon cessation of hostilities, investigation shall be made through the usual sources available in determining the value of real property in foreign countries, aid to continue during the investigation provided eligibility otherwise exists.

Sec. 132-25 Increase or Decrease in Assessed Value of Real Property **W&IC SECS. 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447** **132-25**
OAS; ANB; APSB; ANC

Eligibility may be affected by an increase or a decrease in assessed value of real property.

The current assessed value is used in determining eligibility.

Sec. 132-30 Determination of Assessed Value of Real Property **PROB. C. SEC. 300; CIV. C. SECS. 678, 687 INC.; W&IC SECS. 103.5, 103.6, 2141, 2164, 2165, 2165A, 3047, 3075, 3447, 3460** **132-30**
OAS; ANB; APSB; ANC

In OAS, the assessed value of all real property belonging to an applicant and his spouse and in ANC to a child or children and their parent or parents, shall be ascertained. (For exception in OAS, see Sec. 131-20, Ownership of Real Property Outside State by Separated Spouse.) In ANB and APSB, only the assessed value of property belonging to the applicant as separate property, or as his equal share of community property is considered. In ANC reference below to "husband," "wife" or "couple" refers only to the natural or adoptive parents of children for whom ANC is requested.

The following are examples of real property ownership in which the assessed value shall be considered:

1. Separate property of a single person;
2. Separate property of husband or wife;
3. Separate property of a separated couple (in OAS and ANC); for exception in OAS, see Sec. 131-20;
4. Community property of a couple;
5. Community property of a separated couple;
6. Property held in joint tenancy;
7. Property held in tenancy in common;
8. Property held in a life estate;
9. An interest in an undistributed estate when the property is in fact available prior to distribution;
10. Property purchased or sold under contract of sale (title not passing);
11. Property purchased under mortgage, deed of trust, etc.

134-10 **Sec. 134-10 Real Property Sold by Recipient***

OAS; ANB; APSB; ANC

WAC SECS. 103.5, 103.6, 1520, 1560, 2141, 2163, 1521, 2164, 2165,
3047, 3075, 3447, 3460

A recipient * who sells real property and receives personal property (cash, or cash and security) which brings his personal property above the maximum allowed for the specific aid is ineligible. However, a recipient remains eligible if prior to the first of the following month he reduces his personal property assets below the allowed maximum for the respective category of aid, and provided he has not disposed of personal property for the purpose of qualifying for aid. For example, reduction of personal property by purchase of another piece of real property does not render the recipient ineligible provided the county assessed value of all real property does not exceed the maximum allowed under the respective category of aid.

The status of the recipient on date that warrant is due for delivery determines his eligibility to continue to receive aid.

Example: A recipient of OAS sold his real property assessed at \$1000 for cash amounting to \$2300 on July 15, 1940. On July 23, 1940, he purchased property assessed at \$1300 for \$2400 cash. He had reported \$250 cash on hand at time of last reinvestigation. Had his personal property assets exceeded the amount allowed in OAS on August 1, 1940, he would have been ineligible for aid on that date. Since he converted his personal property holdings into real property before that date, he was eligible for the August payment as the assessed value of the new property, together with the county assessed value of his other real property, was not in excess of that permitted by the OAS law.

134-15 **Sec. 134-15 Acquisition of Real Property by Exchange**

OAS; ANB; APSB; ANC

WAC SECS. 103.5, 103.6, 1520, 1521, 1560, 2141, 2163,
2164, 2165, 3047, 3075, 3447, 3460

When property is exchanged, e.g., country property for town property, a large home for a small one, or vice versa, such transfers of property should be arranged with the concurrence of the county.

The use of personal property, even in excess of the maximum allowed, for purchase of real property does not result in ineligibility if the county assessed value thereof, together with other real property, is not in excess of the maximum allowed according to the specific category of aid. (See also Sec. 146-00, Conversion of Property.)

134-30 **Sec. 134-30 Acquisition of Real Property by Gift**

OAS; ANB; APSB; ANC

CIV. C. SECS. 162, 163; WAC SECS. 1520, 2164, 2165, 3047,
3447

In determining eligibility, the assessed value of real property acquired as a gift shall be considered according to the provisions of the respective category of aid. Such a gift, however, is the separate property of the person who received it.

* In this section, in ANC, this term includes child or children, and/or parent or parents.

Sec. 132-55 Real Property Bought or Sold Under Mortgage or Deed of Trust **HAIC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447, 3460** 132-55
OAS; ANB; APSB; ANC

When real property is sold and a mortgage or deed of trust is taken as security for the unpaid balance of the sale price, title passes to the buyer (vendee). The assessed value of the property so sold is not considered as real property in determining the eligibility of the seller. The assessed value is a factor in determining the buyer's (vendee's) eligibility as he holds title to the property. (See Section 143-45, Determination of Value of Notes, Mortgages and Deeds of Trust.)

Sec. 132-56 Real Property Lost Through Foreclosure **C. OF CIV. PROC. SECS. 675A, 700-707; HAIC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447, 3460** 132-56
OAS; ANB; APSB; ANC

When property of an applicant or recipient is lost through foreclosure, title passes to the new owner immediately upon sale of property under the decree of foreclosure. The former owner only has an equity for redemption purposes. The assessed value of the property is not considered in determining eligibility under these circumstances.

Sec. 132-58 Real Property Held in Escrow **CIV. C. SEC. 1057; HAIC SECS. 103.5, 103.6, 1520, 2141, 2164, 2165, 3047, 3075, 3447, 3460** 132-58
OAS; ANB; APSB; ANC

While real property is held in escrow, title to property does not pass to purchaser but remains with seller. Therefore, the assessed value of property placed in escrow is a factor in determining eligibility.

Sec. 132-60 Real Property Held by Lease **HAIC SECS. 2163.5, 103.5, 2141** 132-60
OAS

For purposes of OAS, a lease shall be considered real property provided there is verification that:

1. The lease is for a period of not less than ten years; and
2. The leased premises are used as a place of residence for the lessee.

When both of these conditions are present the county assessed value of the leased land and the house or other shelter upon it is considered in determining eligibility of the applicant for or recipient of OAS.

Any place of abode owned by an applicant or recipient, whether house, trailer, or other habitation, shall be considered real property, regardless of whether or not the land upon which it is located is leased to him.

Sec. 134-00 Purchase of Real Property **HAIC SECS. 103.5, 103.6, 1520, 1560, 2141, 2164, 2165, 3047, 3075, 3447, 3460** 134-00
OAS; ANB; APSB; ANC

Property may be purchased without affecting eligibility for aid provided the assessed value of such property together with the assessed value of all other property owned does not exceed the limitations provided in the law for the respective category of aid.

If a recipient or spouse purchases property, the terms of the purchase and plan of payment shall be ascertained. If it does not appear that the payments can be met out of the known resources and the grant, the possibility of unknown assets or income should be explored.

142-10 **Sec. 142-10 Limitations on Personal Property** W&I C SECS. 1521, 1521.5**ANC**

No aid under the ANC Law shall be granted or paid for any orphan child who has cash and/or securities, the total value of which exceeds \$250, nor for any child or children in one family who have, or whose parents have, or the child or children and parents have, cash or securities the combined value of which exceeds \$500. (See Sec. 141-05, Types of Personal Property.) The cash and/or securities of a step-parent shall not be considered in determining eligibility for ANC.

The child's share of any estate, which share has not been distributed and of which he has no present economic use, does not constitute property for the purposes of ANC. (See Sec. 144-10, Determination of Personal Property Value of Undistributed Estates.)

Each whole orphan of a group of whole orphans of one family may have cash and/or securities valued at \$250. A parent/parents and one child or a parent/parents and several children may have combined cash and/or securities valued at \$500.

Cash and/or securities including cash surrender value of insurance policies which are the exclusive property of child or children who are not *eligible* for ANC shall not be considered in determining eligibility of other children in the family.

If a child in a family group has an amount in trust which is restricted for his use alone by the terms of the trust or by court order, and which is in excess of the amount allowed under the law, the other children in the family shall not be disqualified for aid because of this fact. When there are no restrictions on the use of money received as a judgment, or from other sources, and it may be used for the family, such funds should be considered in determining eligibility of all the children in the family unit.

Example:

Mary, one of five children for whom application is made by their mother has \$1,000, which was awarded her because of injuries in an accident. By court order it is set aside for her use only. Mary would be disqualified for aid, but the eligibility of the other children would not be affected.

Cash and securities, including cash surrender value of insurance, are the only types of personal property considered in determining eligibility for ANC. The value of household furnishings, an automobile, or livestock and farm equipment is not considered. The maintenance of a car by a parent of children receiving ANC is authorized only when it is necessary as a means of adding to the household income, or if required for transportation or the conveying of supplies.

142-25 **Sec. 142-25 Change in Value of Personal Property** W&I C SECS. 1521, 1560, 2141, 2163, 3047, 2075, 3447, 3460**OAS; ANB; APSB; ANC**

The value of personal property may increase or decrease due to the fluctuating nature of the value of individual holdings; for example, the value of stocks and other securities. In general, the cash surrender value of insurance increases with the lapse of time.

In OAS, ANB, and APSB eligibility may be affected as the value of livestock varies with market conditions and with the natural increase of flocks and herds. Automobiles decrease in value as they become older.

When the value of personal property holdings of the applicant or recipient (parent or child in ANC) approaches the maximum permitted under the law, a slight variation in the value of an individual holding may affect eligibility for aid and a redetermination of the value is necessary at frequent intervals. (See Secs. 140-00, Provisions of the W. & I. Code Regarding Personal Property, 142-05, Limitations on Personal Property, and 143-15, Encumbrances on Personal Property.)

Sec. 141-20 Separate and Community Personal Property W&IC SECS. 2140, 2163
OAS; ANB; APSB

141-20

Evidence shall be secured to establish that property purported to be the separate property of the spouse is, in fact, his or her separate property. (See Glossary—Separate Property and Community and Separate Property.) Personal property which is determined to be the separate property of the spouse shall not be considered in determining the value of the applicant's personal property. The full value of separate personal property is considered in determining eligibility of the owner.

Each of a couple is presumed to own an equal interest in community personal property. Title to community property may be held jointly in the name of each of the couple, or it may be held in the name of either spouse. All property held in the name of the spouse of a married applicant is presumed to be community property, but the presumption may be refuted by evidence which establishes the property as separate property.

The net cash surrender value of nonexempt insurance may be either community or separate personal property, depending upon the facts. (See Sec. 143-86, Determination of Value of Nonexempt Insurance.)

Sec. 141-30 Personal Property of Minor Children W&IC SECS. 2140, 2163, 3047, 3075, 3447, 3460
OAS; ANB; APSB

141-30

Personal property owned by minor children of an applicant for, or recipient of, OAS, ANB, and APSB shall not be considered in determining eligibility of the applicant or recipient. Such property is the property of the minor child and not of the parent.

Insurance policies held by minor children of applicants for, or recipients of, OAS, ANB, and APSB are considered to be the property of the child and not the property of the parent. Since such policies are the property of the child, the cash surrender value does not affect the eligibility of the parent. Emancipation of the child has no bearing on the ownership of such insurance.

Sec. 142-00 Limitations on Personal Property W&IC SECS. 2163, 2163.2, 2163.7
OAS

142-00

The separate personal property of the applicant together with his share of the personal property which is held in community with the spouse shall not exceed \$600, after all encumbrances of record against such property have been deducted. (See Sec. 143-15, Encumbrances on Personal Property.)

Each of a couple is eligible when, after deducting the encumbrances of record, the separate personal property of the particular applicant or recipient, together with his share of the community property, does not exceed \$600 and other eligibility requirements are met.

The value of personal effects (including clothing, furniture, household equipment, foodstuffs, fuel, and other similar items and encumbrances against such articles), shall not be considered when determining the value of personal property, unless such items are used primarily for commercial purposes or profit. (See Secs. 141-00, Types of Personal Property, and 143-83, Distinction Between Exempt and Non-exempt Insurance as Personal Property.)

The value of a house (including a trailer, boat, or other such abode), owned by an applicant or recipient and used by him as his home, but located on the property of another, represents real rather than personal property.

Sec. 142-05 Limitations on Personal Property W&IC SECS. 3075, 3460
ANB; APSB

142-05

A recipient of ANB may own cash, securities or cash surrender value of insurance sufficient for relief from the distress of poverty, including a reasonable reserve for contingencies, of \$600 in value. (See Secs. 141-00, Types of Personal Property, and 143-83, Distinction Between Exempt and Non-exempt Insurance as Personal Property.) When a recipient's circumstances indicate the possibility of rehabilitation, and he has taken definite steps to avail himself of a plan of rehabilitation, he may own additional cash, securities or cash surrender value of insurance, of a value reasonably necessary or advantageous to carry out such plan.

Approval of an application for APSB includes approval of a plan for self-support, therefore, the \$600 limitation on cash, securities and cash surrender value of insurance is not applicable to recipients of APSB.

In no instance may a recipient of ANB or APSB own real or personal property the combined assessed value of which, less all encumbrances thereon of record, exceeds \$3,000.

143-15 Sec. 143-15 Encumbrances on Personal Property **WAC SECS. 2163, 2164, 3047, 3447**

OAS; ANB; APSB; ANC

In ANB and APSB, encumbrances of record shall be deducted from the county assessed valuation of personal property in determining eligibility.

In OAS, encumbrances of record shall be deducted from the current market value of personal property holdings in determining eligibility for aid.

In ANC, encumbrances against items of personal property shall not be deducted in determining the value of the personal property. The full market value of notes or other securities which have been assigned or hypothecated to assure payment of certain debts, shall be considered in determining eligibility for aid, unless actual transfer of ownership is affected. For exception in case of loans against insurance, see Secs. 143-05, Determination of Value of Personal Property, and 143-87, Effect of Loans Against Insurance.

The market value of the equity in personal property being purchased under contract of sale shall be included when determining the total value of personal property. See Secs. 142-00, 142-05, and 142-10, Limitations on Personal Property, for personal property which is not considered in OAS, ANB, and ANC.

When the market value in OAS or the county assessed value in ANB and APSB of all personal property considered in determining eligibility is well within the maximum, no verification of encumbrances need be made. The total value, without regard to encumbrances, may be stated in the case record, but encumbrances reported by the applicant or recipient, should be noted.

In OAS, when an increase in market value of personal property holdings or the acquisition of additional personal property, causes the total value to approach, equal or exceed \$600, the amount of encumbrances, if any, shall be established.

See Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property, which applies likewise to personal property. (See Sec. 233-00, Verification of Real and Personal Property.)

There are many forms of encumbrances against personal property. Some of the more common are:

1. Chattel mortgage;
2. Loans, including those for which stocks or bonds are collateral;
3. Attachments for debts, taxes, etc.;
4. Pledges (see Glossary, pledges).

Sec. 143-00 Determination of Value of Personal Property **WIC SEC. 2163**

143-00

OAS

The current market value of items of personal property not specifically exempt in the OAS Law, is used in determining the value of personal property holdings. The amount of all encumbrance against the property is deducted from the total market value. (See Secs. 142-00, Limitations on Personal Property, and 143-15, Encumbrances on Personal Property.)

Sec. 143-05 Determination of Value of Personal Property **WIC SECS. 103, 103.5, 1521, 1560**

143-05

ANC

The actual amount of cash on hand, in bank accounts (commercial, savings, and others), in postal savings and building and loan association accounts, shall be considered in determining the value of personal property holdings. The net current cash surrender value of insurance, and the market value of stocks, bonds, notes, mortgages, deeds of trust, etc., shall be considered in establishing eligibility.

Encumbrances against items of personal property may not be deducted from the market value except in the case of loans advanced by insurance companies on policies owned by the applicant or recipient. See Sec. 143-82, Definitions of Insurance Terms, for method of determining the net cash surrender value of encumbered insurance policies.

Sec. 143-10 Determination of Value of Personal Property **WIC SECS. 3047, 3047**

143-10

ANB; APSB

The total county assessed value of the applicant's separate personal property and his share of community personal property, less all encumbrances of record thereon, shall be considered in determining eligibility. The local county assessor's rolls shall be searched for the current year or for the most recent year for which the records are available.

Encumbrances of record claimed by the applicant shall be recorded in the county case record and investigated if the total assessed value of real and personal property approaches, equals or exceeds \$3,000.

The county case record shall contain a report of the search and other verification as required in Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property. (See Sec. 142-05, Limitations on Personal Property.)

A schedule of the fees and the actual market value of the vehicle upon which each is levied follows:

Value of Vehicle	VL Fee	Value of Vehicle	VL Fee	Value of Vehicle	VL Fee	Value of Vehicle	VL Fee
\$0.30-----	\$15	\$2.50-----	\$145	\$4.70-----	\$270	\$6.90-----	\$395
.40-----	25	2.60-----	150	4.80-----	275	7.00-----	400
.50-----	30	2.70-----	155	4.90-----	280	7.10-----	405
.60-----	35	2.80-----	160	5.00-----	285	7.20-----	410
.70-----	40	2.90-----	165	5.10-----	290	7.30-----	415
.80-----	45	3.00-----	170	5.20-----	295	7.40-----	425
.90-----	50	3.10-----	175	5.30-----	305	7.50-----	430
1.00-----	55	3.20-----	180	5.40-----	310	7.60-----	435
1.10-----	65	3.30-----	190	5.50-----	315	7.70-----	440
1.20-----	70	3.40-----	195	5.60-----	320	7.80-----	445
1.30-----	75	3.50-----	200	5.70-----	325	7.90-----	450
1.40-----	80	3.60-----	205	5.80-----	330	8.00-----	455
1.50-----	85	3.70-----	210	5.90-----	335	8.10-----	465
1.60-----	90	3.80-----	215	6.00-----	340	8.20-----	470
1.70-----	95	3.90-----	225	6.10-----	350	8.30-----	475
1.80-----	105	4.00-----	230	6.20-----	355	8.40-----	480
1.90-----	110	4.10-----	235	6.30-----	360	8.50-----	485
2.00-----	115	4.20-----	240	6.40-----	365	8.60-----	490
2.10-----	120	4.30-----	245	6.50-----	370	8.70-----	495
2.20-----	125	4.40-----	250	6.60-----	375	8.80-----	500
2.30-----	130	4.50-----	255	6.70-----	380	8.90-----	510
2.40-----	135	4.60-----	260	6.80-----	390	9.00-----	515

When the vehicle license fee exceeds \$9, use the formula to compute the actual market value and adjust to the nearest figure divisible by 5.

When motor vehicles are being purchased under a contract of sale, the market value of the purchaser's equity rather than the market value of the vehicle determines the personal property value of the vehicle. (See Sec. 144-00, Determination of Value of Personal Property Being Purchased Under Conditional Sale Contract.)

143-77 Sec. 143-77 Determination of Value of Farm Equipment, and Live Stock and Fowl **WAC SECS. 103, 103.5, 2140, 2141**
OAS

The current market value of farm machinery and equipment, such as tractors, cultivators, etc., and live stock and fowl shall be ascertained and considered in determining eligibility for OAS. An estimate of their current market value may be secured from county agricultural agents, the Farm Security Administration, the Federal Land Bank, firms or individuals qualified to estimate the resale value of such holdings.

143-79 Sec. 143-79 Determination of Value of Clothing **WAC SECS. 2140, 2141, 3075, 3160**
OAS; ANB; APSB

The value of normal and essential articles of wearing apparel represents an inconsequential resource and the value of such articles need not be computed.

In OAS, the term "personal property" does not include clothing.

143-81 Sec. 143-81 Determination of Value of Household Goods and Furnishings **WAC SECS. 2163, 2163.2**
OAS; ANB; APSB

In OAS, the term "personal property" does not include furniture, household equipment, food-stuffs, or fuel unless such items are being used primarily for commercial purposes or profit. If such items are being used for commercial purposes or profit, their current market value, i.e., the estimated amount the holdings would bring in a quick sale, less all encumbrances of record, shall be considered in determining the value of personal property holdings.

Ordinarily the public assistance worker's estimate of the current market value of furniture, household equipment, etc., being used primarily for commercial purposes or profit is satisfactory. When the value of all other personal property holdings approaches \$600 an estimate of the current market value of such items shall be secured from a secondhand dealer, or other person qualified to estimate the quick sale value of the holdings. As a guide, when all the personal property owned by an applicant or recipient is valued at \$575 or more, an estimate of the market value of the household goods and furniture being used for commercial purposes or profit shall be secured through an outside qualified source.

In ANB and APSB the county assessed value of household goods and furnishings, less encumbrances of record, represents the value to be considered in determining eligibility.

business enterprise shall be considered in determining eligibility. In ANB and APSB, the county assessed value of such holdings is considered.

Accounts due from customers as shown on the books of a business and which are unsecured by notes, drafts, etc., i.e., "accounts receivable," to be of value must be valid and collectible. The value of "accounts receivable" will vary with the age of the accounts, the credit of the debtors and the regularity with which payments have been made. A representative of a collection agency, a retail credit association or other organization familiar with collections may be of assistance in estimating the value of "accounts receivable."

Sec. 143-75 Determination of Value of Automobiles, Trucks, and Other Vehicles UAC SECS. 103, 103.5, 103.6, 1521, 1560, 2140, 2141, 2163, 3047, 3075, 3447, 3460, DEERING'S GEN. OAS; ANB; APSB LANS, ACT 5135 143-75

The actual market value of automobiles, trucks, motorcycles, etc., owned by applicants for or recipients of aid shall be considered in determining eligibility for OAS. As such vehicles are not county assessed, the value as assessed by the State Motor Vehicle Department shall be considered in determining eligibility for ANB and APSB.

Vehicles are taxed by the State Motor Vehicle Department at the rate of $1\frac{3}{4}\%$ of the actual market value. The market value as used by that department in computing the license fee shall be considered in establishing eligibility for OAS, ANB and APSB. The registration card issued by the Motor Vehicle Department must be carried in every motor vehicle which is taxed by that department.

On the registration card (white slip) for passenger cars is recorded the registration fee (\$3.00), and the vehicle license fee which varies in accordance with the market value. The vehicle license fee appears in the lower right hand corner of the registration card just above the space provided for the name of the legal owner.

For trucks, a truck weight fee is added to the \$3.00 registration fee. On the registration card (buff slip) for trucks, the figure in the lower right hand corner of the registration card just above the space provided for the name of the legal owner is the vehicle license fee which is based on the market value of the truck. *Disregard the amount which is shown immediately before the vehicle license fee as that amount represents the combined total of the registration fee and the truck weight fee and can not be used for the purpose of determining the market value of the truck.*

Example:

Registration card for a passenger car shows the *vehicle license fee* for the current year to be \$5.40.

100% = Actual market value of vehicle as estimated by State Motor Vehicle Department.

$1\frac{3}{4}\%$, or $7\frac{1}{4}\%$ = \$5.40

1% = $\$5.40 \div 7\frac{1}{4}$, or $\frac{\$5.40 \times 4}{7}$

$100\% = \frac{100(5.40 \times 4)}{7}$ or $\frac{5.40 \times 400}{7} = \308

Adjusting to the nearest figure divisible by 5, the actual market value is considered to be \$310.

The following formula gives the same result as reached in the above example:

$\frac{\text{Vehicle License Fee (VLF)} \times 400}{7} = \text{Actual Market Value}$

153-60 Sec. 153-60 Income from Non-Profit, Fraternal or Benevolent Institution

W&IC SECS. 2160.5, 3045

ANB; APSB

A person who is receiving care in a non-profit, fraternal or benevolent institution is considered to have income in the amount by which the per capita cost exceeds payment for room, board and services; e.g., recipient lives in an institution with a per capita cost of \$45 and pays \$35 per month for his board, room and services. He is considered to receive a contribution of \$10 per month from the institution and such contribution is considered in determining his total income. In ANB that amount by which the per capita cost of such non-profit, fraternal or benevolent institution exceeds the amount actually paid represents need in excess of the basic grant, toward which the total income of the individual shall be applied. (See Sec. 163-50, Per Capita Cost and Need in Non-Profit, Fraternal and Benevolent Institutions.)

153-70 Sec. 153-70 Income from Private Agencies or Other Sources

W&IC SECS. 1560, 2140, 2141, 3075, 3460, 3472

OAS; ANB; APSB; ANC

Income currently received from a private social agency or other source such as a fraternal or benevolent association or service clubs shall be verified prior to the granting of aid. The extent of future participation in the support of the applicant or recipient or the date when the present income will terminate shall be verified. (See Sec. 233-25, Verification of Income.) Determination shall be made as to whether the income is regular fixed income or in ANC, small intermittent income, or in OAS, ANB and APSB, casual and inconsequential income.

153-80 Sec. 153-80 Allocation of Income to Spouse

W&IC SECS. 2140, 2141, 3075, 3460, 3472

OAS; ANB; APSB

The applicant or recipient may allocate to his or her spouse a portion of his income from earnings, annuities, pensions, both civil and military, OASI, regular payments received because of compensation laws, both industrial and unemployment, and any income other than that from separate property owned by applicant or recipient. The amount allocated shall not exceed one-half of such income, and in no event shall it exceed a reasonable amount necessary for the support of the spouse, as determined by investigation in each individual case. No allocation of such income may be made for the support of minor children. When the applicant or recipient is receiving OASI benefits, the apportionment to his spouse shall not continue after she has reached the age of 65, at which time she becomes eligible by virtue of her husband's "primary benefit" to payments in her own right.

When a serviceman's allowance for two parents (\$47 if there is no Class A dependent or \$30 if there is also a Class A dependent) is received by either of a couple, the ineligible spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his or her own support. However, in no event may the amount allotted exceed the maximum serviceman's allowance for one parent (\$37 or \$20). When there is more than one allowance to the couple, the total amount shall be divided equally.

When the serviceman's allowance includes one or more children, the amount allocated to the child's support shall be the amount contributed by the Federal Government for the child or children plus a proportionate share of the serviceman's contribution. (See Sec. 460-15, The Serviceman's and Federal Government's Contribution.)

In APSB, no arbitrary allocation shall be made to the spouse until the recipient has had his full maximum of \$400 exempt income.

(See Secs. 152-50, Contributions from Legally Responsible Relatives as Income, and 151-95, Income from Agricultural Labor.)

When a recipient of aid is known to be a dependent of an inmate employed in a State prison road camp or under provisions of Sec. 2780 of the Pen. C., the county shall verify the amount of allotment, if any.

Dependents are relatives for whose support the convict is legally responsible. See Secs. 170-05, Relatives, OAS Law, 170-10, Relatives, ANB and APSB Laws, and 170-15, Relatives, ANC Law. In ANC, the mother is not deemed to be receiving ANC for herself. Therefore, since the children are the only persons receiving ANC, the father is the only relative to whom these provisions of the Pen. C. apply, and mandatory allotments may not be made to brothers and sisters of inmates.

When a responsible relative (in ANC, a parent) is an inmate of a State penal institution, the county shall inform the institution that the inmate has a dependent who is receiving aid. See Sec. 193-30, Classification of Half Orphan, P.C.I., for necessary verifications in ANC. Notification of any assignment to a road camp or under the provisions of Sec. 2780 of the Pen. C. shall be requested.

When a responsible relative is in a prison road camp the county shall advise Prison Camps, Division of Highways, P. O. Box 1499, Sacramento, California, of the name of the recipient (in ANC the payee or in BH&I cases the county) to whom the allotment shall be paid.

When the county is advised by a penal institution that an inmate is employed under the provisions of Sec. 2780 of the Pen. C. and of the amount credited to the dependents, the county shall, in turn, give the warden or superintendent of the penal institution the name of the person to whom the allotment shall be paid.

The county shall notify Prison Camps, Division of Highways, or the penal institution when aid is discontinued for a person receiving mandatory allotments from an inmate's road camp earnings or under provisions of Pen. C. Sec. 2780.

Allotments are usually not available until the prisoner has been in camp four months. Allotments are not regular, and are variable in amount, depending upon the number of days worked, cost of maintenance and deductions for commissary purchases.

In OAS, ANB and APSB allotment checks shall be made out by the Department of Public Works or the penal institution to the recipient of aid. In ANC, these checks shall be made to the payee when the child is living with the mother or a relative, or to the county when the child is living in a boarding home or institution.

Allotments to persons, other than responsible relatives, are voluntary and are initiated solely on the request of the prisoner himself. After the prisoner signs the form requesting such an allotment Prison Camps, Division of Highways, or the penal institution obtains an affidavit from the allottee giving the relationship to the prisoner.

Information regarding voluntary allotments in an individual case may be obtained from Prison Camps at the above address or from the warden or superintendent of the penal institution for inmates employed under Sec. 2780.

The county is notified of date and amount of each allotment check by the State Department of Public Works or the penal institution. The county is also notified when the prisoner leaves camp.

193-30 Sec. 193-30 Classification of Half-Orphan, Parent Committed to Institution (P. C. I.)

WAC Secs. 1501, 1560

ANC

A child, whose parent is under commitment to any State or Federal hospital, or whose parent has been deprived of civil rights by reason of commitment to any State or Federal prison in this or any other state of the United States, shall be considered to come within the classification of half-orphan for the purposes of ANC.

This classification is considered to include:

1. A child whose parent has been committed to a Federal prison, but is serving a sentence in a county jail as a Federal prisoner;
2. A child whose parent has been committed to a State hospital, such as Sonoma State Home or Pacific Colony;
3. A child whose parent is committed to a State hospital as an inebriate or narcotic addict;
4. A child whose father has been convicted by a military general court martial and sentenced to a Federal prison, or disciplinary barracks for more than one year. This applies to comparable sentences in the Navy or Marine Corps.

Children shall not be considered eligible under this classification when:

1. The parent is serving a sentence in a county jail, other than as a Federal prisoner;
2. The parent is under commitment to an industrial school or reformatory, which is not a "prison," such as Preston School of Industry;
3. The parent is a voluntary patient at a State hospital;
4. The parent is in a Federal hospital (veteran, marine, etc.), but not under commitment to such institution;
5. The parent is serving a sentence in the guard house of a military post following a summary court martial (or comparable type of confinement in the Navy or Marine Corps).

Eligibility under this classification is established by verification in writing from the institution of date of commitment and request for notification of change of status, such as parole, escape or discharge.

Release of a parent on parole or deportation of a parent who is on parole does not disqualify a child for ANC provided it is determined that need continues to exist by investigation of resources, including possible earnings of the parent.

The escape of a parent from an institution does not disqualify a child for ANC provided he remains otherwise eligible. The county shall attempt to find out the whereabouts and circumstances of the parent in order to determine the continued need of the child.

Aid under this classification may continue until the parent's commitment is vacated, provided the child continues to be otherwise eligible. Aid shall not be granted after the last day of the month in which the parent is discharged from the institution.

See Sec. 235-55, Verification of Half-Orphan, Parent Committed to Institution Classification, for Method of establishing eligibility.

193-40 Sec. 193-40 Classification of Half-Orphan, Adoption by One Person (H. O.)

WAC Secs. 1501, 1560

ANC

A child is considered to come within the classification of half-orphan for purposes of ANC if he is adopted by one person. (See Sec. 235-60, Verification of Half-Orphan, Adopted by One Person.)

194-00 Sec. 194-00 Classification of Abandoned Child (Abd.)

WAC Secs. 1501, 1560

ANC

A child declared abandoned by the findings of a court is eligible for ANC under the classification of abandoned child provided the child is otherwise eligible.

When there has been no court action but both parents have abandoned the child for one year, their whereabouts is unknown to administrative authorities at the time the eligibility of the child is passed upon, and a thorough investigation made to locate them has not revealed their whereabouts, such child shall be considered an abandoned child for the purposes of ANC. (See Sec. 235-65, Verification in Abandonment Classification.)

Sec. 193-20 Classification of Half-Orphan, Dependent Illegitimate Child (Illeg.) **Civ. C. Secs. 84, 85, 193-20**
ANC 144, 145, 193, 194, 205, 230, 231, WAC Secs. 1501, 1502

A dependent illegitimate child whose paternity has not been acknowledged or legally established shall be considered a child with one parent and therefore eligible under the classification of half-orphan for the purposes of the ANC Law.

The county shall make every effort to determine if paternity has been acknowledged when there has been no legal determination of such paternity.

Paternity of an illegitimate child is considered to be acknowledged and aid shall not be granted under this classification when:

1. The purported father has acknowledged paternity in writing.
2. The father has publicly acknowledged the child as his to a third person. Proof of such acknowledgment may be either:
 - a. The sworn statement of a third person showing direct admission of the alleged father; or
 - b. A public record.

Such public record might include forms and/or written statement requiring signature of father or parent in which the alleged father signs as the father of the child, as for example, on school records, hospital or clinic records (giving consent to operate, etc.), social agency case records, insurance records (in which he names his child), employment records, work permits for minor, and forms giving consent for minor to obtain driver's license.

A later denial on the part of the purported father may not necessarily affect a former acknowledgment for the purposes of ANC.

Paternity of an illegitimate child is considered to be legally established for the purposes of ANC, and aid shall not be granted under this classification when:

1. Court proceedings have legally established it.
2. A court order for support names the man as the father or refers to "his child."
3. The father of an illegitimate child adopts it as a legitimate child in accordance with Section 230 of the Civil Code by publicly acknowledging it as his own, receiving it as such, with the consent of his wife if he is married, into his family, and otherwise treating it as if it were a legitimate child.

The following facts either alone or in combination are not considered sufficient to prove an acknowledgment of paternity for the purposes of ANC:

1. Support of the mother before the birth of the child;
2. Support of the mother and/or child both before and after the birth of the child;
3. Statement of the mother that the purported father had acknowledged paternity to her;
4. Birth certificate naming the purported father.

Paternity is considered not to be acknowledged or legally established and aid may therefore be granted under this classification provided the child is otherwise eligible when:

1. The findings of a court do not establish paternity.
2. The alleged father denies paternity.
3. The alleged father is not located and there is no indication of a previous acknowledgment of paternity on his part.

A child born to a married woman at any time during her marriage or within ten months after the dissolution of marriage (in accordance with the provisions of C.C. 194), is presumed to be the child of her husband unless the presumption of legitimacy is successfully refuted. The issue of a marriage which is declared void or annulled or dissolved by divorce is legitimate. A judgment of nullity of marriage does not affect the legitimacy of children conceived or born before the judgment. The dissolution of a marriage for purposes of legitimation of the children is considered to occur upon the granting of a final decree of divorce or upon the death of the spouse. A child born under such conditions shall not be eligible for aid under the ANC Law within the classification of dependent illegitimate child unless the presumption of legitimacy is successfully refuted.

Acceptable evidence to refute the legal presumption that the husband is the father of the child is outlined under paragraphs 3 and 4 in Section 191-10, Determination of Parentage.

233-25 Sec. 233-25 Verification of Income **WIC SECS. 1523, 2020, 3064, 3472, 2020.5**

OAS; ANB; APSB; ANC

All income received by an applicant for OAS, ANB, APSB, and in ANC by parent and/or children shall be verified and the net income determined. For exception in OAS for income from agricultural labor see Sec. 151-95, Income from Agricultural Labor. In OAS, ANB, and APSB, the case history shall show the methods used in verifying the gross income and in computing the net income, indicating those items which were deducted from the gross income in determining the net income. In ANC, the budget for the family unit shall show how the net income was determined.

The method of verification varies with the type of income. Ordinarily, income should be verified through the most direct source, such as employer, tenant, bank, etc. When employment is irregular and performed for different employers, or when the applicant operates his own business, his own record of his income and/or disbursements may be the only source of verification. He may have in his possession documents which substantiate his statements.

In OAS verification of income from agricultural labor as defined in Sec. 151-93, Definition of Agricultural Labor, shall not be made if the person meets the requirements set forth in Sec. 151-95. The case record shall show all of the facts which led to the conclusion that the employment is agricultural labor. Verification of the fact that the employment falls within the definition of agricultural labor shall be made when question arises as to the nature of the employment.

See Secs. 233-30, Verification of Unemployment Insurance, and 233-35, Verification of Old Age Survivors Insurance.

233-30 Sec. 233-30 Verification of Unemployment Insurance **WIC SECS. 1560, 2141, 3075, 3460**

OAS; ANB; APSB; ANC

The applicant or recipient or in ANC the parent or person in loco-parentis is the primary source of information as to the UI payment. Documents in the person's possession can usually establish whether he is receiving these benefits. (See Sec. 151-60, Income from Annuities, Pensions, Compensation, Trust Funds, etc.)

When satisfactory information cannot be secured in this way, and the person's employment record indicates he may be receiving or may be eligible to receive UI, he may be requested to make inquiry at the local UI office in order to clarify the question.

233-35 Sec. 233-35 Verification of Old Age Survivors Insurance **WIC SECS. 1560, 2141, 3075, 3460**

OAS; ANB; APSB; ANC

The applicant or recipient or in ANC the parent or person in loco-parentis is the primary source of verification of receipt of OASI. (See Sec. 151-60, Income from Annuities, Pensions, Compensation, Trust Funds, etc.). When a claim has already been filed the award or disallowance letter should be seen when available. Further inquiry is not necessary and facts stated in such letter shall be recorded in the case record.

When clear evidence as to eligibility for insurance benefits exists and/or the individual's employment record clearly indicates some reasonable possibility of eligibility, and satisfactory information cannot be secured through the applicant or recipient, the county shall send inquiry on Request for OASI Information (Form DPA 1) to the field office of the OASI Bureau.

Sec. 232-27 Statement Re Non-County Residence W&IC SECS. 114, 1512, 1525, 1526

232-27

ANC

Statement Re Non-County Residence (Form CA 234) is used to report the county's investigation of the basis for determining the child's residence at the time of application and during the year immediately preceding the date residence began in county of application. This form is required for every application submitted on a non-county basis. One Form CA 234 may be used for all children in one family whose residence is determined by the same set of facts (e.g., residence of parent or guardian, same period of physical residence, etc.) Form CA 234 shall show each change in the basis for determining residence even though the county of residence remains the same. Under "Reason," Item 2, the reason why the appropriate subdivision of Sec. 1526 of the W. & I. C. governs residence shall be indicated.

Sec. 232-40 Change of County Residence Prior to Granting of Aid W&IC SECS. 114, 1525, 1526, 2160(C&D) 232-40

3040, 3041, 3043

OAS; ANB; APSB; ANC

An applicant for OAS, ANB, or APSB, or a child in whose behalf an application for ANC has been filed, whose residence is changed to a second county before the board of supervisors acts on the application, ceases to be the responsibility of the first county. Transfer procedure is not applicable and shall not be followed, as such a case is not covered by transfer provisions of the law. The application shall be denied by the first county and a new application shall be received in the second county. In each case of removal to a second county, before an application is denied in the first county it shall be determined whether the applicant or person determining the child's residence has established another residence by union of act and intent, or is absent for a temporary period with intent to retain residence in the county of application. (See Sec. 124-10, Absence from County for Temporary or Specific Purpose.)

The county should explain to the applicant the procedure which is followed should he change his residence while the investigation is being completed and the possible delay in the granting of aid which may result from such removal.

When there is a change in residence, the first county shall expedite investigation in the second county by placing at its disposal the information gained in its investigation.

If aid is granted by the board of supervisors before prior change of residence is discovered, the first county may continue aid until the earliest date agreeable to both counties, at which time the second county grants aid on a non-county basis until the required period of residence is completed.

Sec. 233-00 Verification of Real and Personal Property W&IC SECS. 1520, 1521, 2163, 2164, 2165, 2165A 233-00

3047, 3447

OAS; ANB; APSB; ANC

Real and personal property shall be verified through the sources indicated and in the manner outlined for the various types of real and personal property. (See Chapters 130-00, Real Property, and 140-00, Personal Property.)

Verifications obtained shall be retained or reported in the county record. The report of interviews or of examination of documents shall include the source of verification, the findings, and the dates of steps in the investigation. The name or names of those participating in the investigation should be recorded and the signature or initials of the person searching the records should be on any special forms.

The county case record shall contain a complete explanation of any complicated situation regarding the property. If a transfer has been made, but not for the purpose of qualifying for aid, record the value of property according to requirements of the specific category of aid, and the income, if any, in the record. If the investigation shows that a transfer was made of property (1) having a greater value than the maximum set by law or (2) which reduced the value of remaining property thus bringing it within the maximum, but such transfer was not made for the purpose of qualifying for aid, the facts which resulted in this conclusion shall be included in the case record.

233-40 Sec. 233-40 Verification of Family Allowances for Dependents of Servicemen

M&IC SECS. 1560, 2141, 3075, 3460

OAS; ANB; APSB; ANC

The applicant or recipient is the primary source of information as to the receipt of allowances from servicemen. The notices regarding allowances sent to dependents of servicemen, with other information available from the family as to the status of the serviceman, should enable the county to determine the amount and availability of allowance.

Inquiries to the War and Navy Departments should be restricted to a minimum. Ordinarily the serviceman or his dependents should write directly to Office of Dependency Benefits, War Department, 213 Washington Street, Newark, New Jersey; The Bureau of Naval Personnel, Navy Department, Washington, D. C.; The Adjutant and Inspector's Office Headquarters, Marine Corps, Washington, D. C.; or Chief, Military Morale Division, U. S. Coast Guard, Washington, D. C. The county may assist the dependent, at his request, by preparing the inquiry for his signature. When dependents are unable to secure a satisfactory explanation or the non-receipt or irregularity of allowances is causing undue hardship, the county may write.

When it appears that a dependent has not been given full consideration because he is in receipt of public assistance, inquiry should be sent to the appropriate agency.

The name and serial number of the serviceman, application number, if known, should always be included. Other identifying information, such as serviceman's present address, and date and place of enlistment should be added if available.

233-45 Sec. 233-45 Verification of Railroad Retirement Annuities or Benefits

M&IC SECS. 1560, 2141, 3075, 3460

OAS; ANB; APSB; ANC

Information regarding the amount of retirement annuity granted a retired or totally disabled railroad employee or the amount of benefits paid to his beneficiary may be secured from the RRB, 844 Rush Street, Chicago, Illinois, when the applicant does not have letters in his possession which establish the amount of his annuity or benefits.

The former employee, his guardian or his beneficiary shall be required to authorize the release of such information by signing the authorization for Financial Investigation (Form Ag, Bl, CA 228) and indicating his RRB file number. The signature shall be witnessed by two persons who know the employee. Their full addresses shall be included. The original Form Ag, Bl, CA 228, is sent to the Director of Retirement Claims of the RRB, accompanied by a letter requesting the desired information and giving the reason for the request.

Questions which arise regarding eligibility for annuities or benefits, and applications for same, may be filed in the local district office of the RRB.

233-50 Sec. 233-50 Verification of Plan for Self-Support

M&IC SECS. 114, 3047, 3075, 3473

ANB; APSB

To determine whether an applicant for or recipient of APSB is able to secure and willing to use resources and income he is permitted to retain for the purpose of achieving self-support, and whether an applicant for or recipient of ANB, who owns cash and securities in excess of \$600, has a plan for rehabilitation, the following criteria should be applied:

1. He has a reasonably adequate plan which may lead to self-support.
2. He evinces a sincere and sustained effort to further that plan.

The amount of money earned by an applicant or recipient is not a criterion in determining adequacy of the plan if the foregoing qualifications are met.

The county shall discuss with the applicant or recipient his plan for achieving self-support. The plan should be evaluated with the participation of the applicant or recipient, giving consideration to

When the applicant has already filed a claim but the award or disallowance letter is not available, four copies of the Form DPA 1 shall be completed. Signature of the claimant on the Form DPA 1 is not necessary, since his signed Authorization for Financial Investigation (Forms Ag, Bl and CA 228) which includes authority to clear with the OASI Bureau, shall be in the county file. The original and two copies of Form DPA 1 shall be mailed to the local field office of the OASI Bureau, and the fourth copy retained in the county file.

When the applicant has not filed claim four copies of the Form DPA 1 shall be prepared. The county shall give the original and two copies to prospective claimant to take to the local OASI office. The fourth copy is filed in the county case record. The OASI office reports the results of the interview on the third copy which is returned to the county. When the applicant is obviously ineligible, the original copy of Form DPA 1 is returned to the county.

When a claim has already been filed and the field office has received a copy of the award or disallowance letter, the duplicate and third copy of Form DPA 1 are returned to the county and final disposition of claim is indicated. When a claim has already been filed and forwarded to Washington for adjudication but the field office has not yet received a copy of letter of award or disallowance, the original and duplicate copy of Form DPA 1 is forwarded to the Washington, D. C. OASI Bureau who notifies the county of final disposition of the claim by returning the duplicate copy.

When a claim is filed as a result of referral by the county both the original and the duplicate copy of Form DPA 1 accompany the formal claims application to the OASI Bureau in Washington, D. C. That bureau notifies the county directly regarding final disposition of claim by returning the duplicate copy. When additional information is required by OASI field office, the original and the duplicate copy of Form DPA 1 is placed in their pending folder. If after additional information is secured it becomes obvious that the individual is not eligible for benefits, the original of the Form DPA 1 is returned to the county.

The county shall file Form DPA 1 reporting interview or results of investigation in case record. The county shall not follow-up claim with the OASI office until after sixty days from the date of referral.

Claimants entitled to monthly OASI who have previously received lump sum benefits may receive an initial payment different from the recurring regular payments.

In such cases the OASI field office reports indicate (1) the amount of the initial payment and the month in which it will be paid, and (2) the amount of regular payments and the month in which they will begin.

In rural areas where traveling distance to the field office is not convenient for referral, the FSSB has arranged for an "itinerant service." The county should communicate with the OASI field office to obtain a schedule of this service and to make necessary arrangements for recipients or applicants, presumptively eligible for insurance payments, to be interviewed by a representative of the field office at such itinerant station. When possible, the county should furnish the field office with a list of the names and addresses and social security number and name of the insured if the prospective claimant is other than the worker under whose account benefits may be payable. The OASI field office in cooperation with the county will set a time and place available for interview convenient to all. The place selected may be county office if field office has no other quarters available in the vicinity.

In order that the Form DPA 1 shall be forwarded to the local field office only when presumptive eligibility exists, the use of Inquiry Form for Determining Presumptive Eligibility of a Wage Earner for OASI Benefits (Form DPA 2) and Inquiry Form for Determining Eligibility of Other Than a Wage Earner for OASI Benefits (Form DPA 3) is suggested. These are work sheets and are not forwarded to field office of OASI Bureau. Their use by the county is optional when all information covered by them is included in the case record.

The FSSB recommends that each county designate one of its staff as liaison officer between the county and the OASI field office to discuss eligibility problems or questions arising in procedure.

The OASI Bureau now voluntarily advises the county when an individual is receiving OASI benefits, when the bureau has reason to believe that an individual is or has been receiving assistance from a county even though a formal request from the county for such information has not been received.

For forms referred to in this section see Sec. 250-99, Forms Used in Investigation Procedure.

235-50 Sec. 235-50 Verification of Half-orphan, Dependent Illegitimate Classification W&IC SEC. 1501

ANC

Classification of Half-orphan, Dependent Illegitimate Child, Sec. 193-20, outlines in detail the method of establishing eligibility under this classification. The county record shall contain a detailed statement of circumstances concerning parentage and birth of the illegitimate child. If possible, a statement of the mother and alleged father regarding paternity should be secured. Sources listed in Sec. 235-45, H.O., W.F.U. Classification, shall be used to locate alleged father. A detailed report of steps taken by the county to locate him shall be in the case record. When there is a verified undissolved marriage of the mother, documentary evidence shall be secured to overcome the presumption of legitimacy. (See Sec. 234-25, Purpose of Verification of Divorcee.)

235-55 Sec. 235-55 Verification of Half-orphan, Parent Committed to Institution Classification W&IC SECS. 1501, 1560

ANC

Eligibility under this classification is established as follows:

1. When the parent has been committed to a State or Federal hospital or prison, the county record shall contain:
 - a. Verification from the official records of date of commitment.
 - b. A copy of the county's request for notification by the hospital or prison of any change of status.
2. When a parent has been convicted by a military general court martial and sentenced to a Federal prison or disciplinary barracks, the county record shall contain an official copy of the order of the military tribunal or other written verification from the military authorities. This shall include the date of sentence.

When the parent is on parole or escape from an institution; the county shall attempt to determine the whereabouts and circumstances of the parent.

See Sec. 235-45, H. O., W. F. U. Classification, for sources to be used in efforts to locate the parent, and Sec. 193-30, Classification of Half-Orphan P. C. I.

235-60 Sec. 235-60 Verification of Half-Orphan, Adopted by One Person W&IC SEC. 1560

ANC

When a child has been adopted by one person, such adoption shall be verified:

1. By a certified copy of the court order; or
2. By examination of the court order in applicant's possession and completion of Summary of Information from Review of Documentary Evidence (Form CA 203); or
3. By a statement from the adoption agency giving the date of court order of adoption.

235-65 Sec. 235-65 Verification in Abandonment Classification W&IC SEC. 1501

ANC

There are two methods of establishing eligibility under the abandonment classification. (See Sec. 194-00, Classification of Abandoned Child.)

When there has been court action declaring child abandoned by both parents under Sec. 701 (a) of the W. & I. C., the county shall obtain a certified copy of the court order, or the worker may complete Instructions for Summary of Information (Form CA 203) summarizing the court record.

When there has been no court action declaring the child an abandoned child, the fact that both parents have abandoned the child for one year and that their whereabouts are unknown to the administrative authorities at the time of application shall be established by the following:

1. Reports of interviews with relatives.
2. Detailed report in the case record of circumstances surrounding the parents' absence and procedure followed to locate them. (See Sec. 235-45, Verification in H.O., W.F.U. Classification, for sources to be used in efforts to locate parents.)

Sec. 235-40 Verification of Half-orphan, Parent Deceased or Presumptive Death Established

235-40

ANC **W&IC SEC. 1500**

Acceptable types of evidence of death are set forth in Sec. 193-10, Classification of Half-orphan, Parent Deceased, while the methods of establishing presumptive death are set forth in Sec. 193-12, Classification of Half-orphans, Presumptive Death Established.

Death certificates or verifications from an official vital statistics bureau are the preferred types of evidence. If death is not verified by one of the preferred types of evidence, the case record shall show that the county has made efforts to secure such evidence and the reason for inability to do so.

Presumptive death is verified by a certified copy of the court order or a completed Form CA 203 summarizing the review of the court record. (See Sec. 236-10, Summary of Review of Evidence.)

Sec. 235-45 Verification of Half-orphan, Whereabouts of Father Unknown Classification **W&IC SEC. 1501**

235-45

ANC

In determining eligibility under the H. O., W. F. U. Classification, the county shall:

1. Verify that a "live" i.e., unserved and undismissed failure-to-provide warrant, is on file, and date it was issued. Written verification should be obtained from the district or prosecuting attorney or the sheriff's office, or the Form CA 203 giving summary of review of official record should be completed;
2. Secure an Affidavit Concerning Father's Desertion (Form CA 220) of the mother or person in loco parentis, reporting the date father was last seen or heard from by the affiant, and his last known whereabouts;
3. Report in detail in case record investigation of circumstances surrounding father's absence and all the steps taken to locate him. This procedure varies with the clues presented. Any conflicting information should be reconciled.

The following sources, when applicable, should be used to locate parent:

- a. Relatives and references;
- b. Former employers;
- c. Lodges;
- d. Unions;
- e. Insurance;
- f. City directories;
- g. City telephone books;
- h. Voters registration;
- i. Social service exchange;
- j. Social agency records;
- k. Veterans Administrative Facility (Washington, D. C.);
- l. U. S. War Department;
- m. Municipal and county agencies including missing persons bureau, adult probation department, police department;
- n. State Departments of:
 - (1) Institutions;
 - (2) Penology, Bureau of Criminal Identification;
 - (3) Motor Vehicles (for driver's and chauffeur's license);
 - (4) Employment.

462-15 Sec. 462-15 Licensing of Homes for Family Care

The SDI is authorized to issue licenses, without fee, to boarding homes caring for paroled patients, up to six in number. Patients under family care may be placed only in homes licensed by the SDI. Inspection by a staff social worker and the county health officer is required before a license is issued. The boarding home operator is advised in certain elementary rules of care and is expected to meet certain minimum requirements in order to facilitate proper care of the patient. Under the law, these homes may not care for patients other than those placed on parole by the SDI.

462-20 Sec. 462-20 Supervision of Parolees Under Extramural Program

When patients are placed in family care the social worker from the SDI visits the person in the home at least once a month. Arrangements are made for psychiatric and medical care as needed. Because of careful selection of patients prior to release, requests for these services arise in exceptional cases only. When they occur, patients are returned to the hospital or, if the situation is urgent, the usual emergency care is available in the community. Psychiatric and medical care is also rendered through out-patient clinics and psychiatric follow-up in the home by doctors and social workers from the SDI.

Social workers from the SDI assist in taking the application and completing the investigation of eligibility of persons who wish to apply for OAS or ANB while on parole.

GUARDIANSHIP OF THE STATE DEPARTMENT OF INSTITUTIONS**462-50 Sec. 462-50 Guardianship of the State Department of Institutions**

When an incompetent person, without a guardian, who has property, is committed to the SDI for placement in a State hospital or home, that department, through its secretary, may apply to a court of competent jurisdiction for appointment as guardian of the estate only. This is usually done shortly after commitment.

Appointment of a guardian is not required by the SDI as a condition of parole, when the person appears able to manage his own affairs. If there is any doubt of a person's competence, a guardian is appointed at that time.

The SDI only applies for guardianship papers when no relatives or close friends in California are able or willing to act as guardian.

When the SDI acts as guardian for recipients of OAS, ANB, APSB or of parents of child receiving ANC, no fees of any kind are charged. This applies also to court costs and bonding fees.

The SDI procedure in guardianship cases is governed by the probate laws relating to guardianship and the department is accountable to the Superior Court of the county in which action is filed. (See Sec. 230-60, Guardianship.)

THE EXTRAMURAL PROGRAM OF THE STATE DEPARTMENT OF INSTITUTIONS

Sec. 462-00 Purpose of the Extramural Program

462-00

The Extramural Program offers care for patients in State mental hospitals who can, in the opinion of the hospital staff, benefit by placement outside the hospital. It provides conditions under which the patient can make his best adjustment to normal life. Some patient's improvement is definitely dependent upon a return to life outside the institution. At the same time some protection, such as that provided while on parole in a sheltered home under the supervision and follow-up care of a social worker is needed. This "trying out" period helps prevent future return to the hospital after the person is released. Other patients who may never recover completely have improved to the point where hospitalization is no longer necessary. Thus, the privileges of outside care are extended to many persons.

Sec. 462-05 The Parole Process

462-05

The parole process begins with the initiation of a plan for the patient's care outside the hospital. This is usually based on a pre-parole survey of all the factors involved. Prior to release, the plan is approved by the psychiatric staff at the hospital in staff conference.

After release on parole, the patient is supervised by a social worker who may, if necessary, refer the parolee to a parole clinic, sponsored by the hospital, for psychiatric advice. When necessary, a patient may be returned to the hospital, while on parole, by relatives, friends, the supervising social worker or other members of the hospital staff.

The parole process provides an opportunity for the staff social worker to observe the patient's adjustment over a period of time and thus determine more adequately his ability to manage his own affairs. Usually a patient is on parole for a year, though in family care cases the period may be longer. In all cases the length of the period may be increased or decreased upon the social worker's recommendation.

Parole is terminated upon recommendation of the social worker, subject to the approval of the superintendent or staff of the hospital. If necessary, the parolee may be required to appear before a psychiatric staff conference for a final decision.

Once discharged from parole, regular commitment procedures must be followed in order to return the person to the hospital.

Sec. 462-10 Parole Plan of the State Department of Institutions

462-10

Parole success is based on adequate pre-parole planning and systematic follow-up care. The SDI has as its responsibility the care of every person within its jurisdiction, whether that person is in an institution or placed on parole. Parole may be of three types:

1. Home parole (taking care of about seven-eighths of the parolees) provides for placement in the home of relatives or friends who provide the cost of care, if any. Patients on home parole may work in regular employment outside the home.

2. Work parole (covering one-sixteenth of the paroled patients) means that patients live at their place of employment and receive supervision from their employer. In this type of home, the patient's services more than cover the cost of care and he always receives some wages.

3. Family care (boarding home care) covers placement in a home other than that of a relative or friend. These placements are financed by private sources (including the patient's own estate or contributions from relatives or friends), from hospital funds, or by OAS or ANB grants of aid. One-twelfth of the parolees fall in this group.

In paroling family care patients, careful consideration is given to the patient's condition in relation to the contemplated placement. No patient is released who is noisy, destructive, violent, suicidal, bedridden, contentious, suffering from delusions of persecution or certain other forms of mental illness. Patients are selected on the basis of their ability to "get along." Often they are more amenable than certain preinstitutional cases residing in the community.

When a patient is paroled, responsibility rests with the SDI to provide adequate care and supervision. Parole patients should not be precluded from community benefits as the community has some obligation toward them, and many of them return to their own communities.

OWNER—The owner is he who has dominion of a thing real or personal, corporeal or incorporeal, which he has a right to enjoy and do with as he pleases, even to spoil or destroy it, as far as law permits, unless he be prevented by some agreement or covenant which restrains his right.

Owner, in its general sense, means one who has full proprietorship in and dominion over property. The word "owner" does not necessarily refer to holder of legal title to property; it may have reference to one whose interest is less than a fee simple estate, such as a conditional vendee (i.e., the buyer) who is in possession.

It is true that the word "owner" also refers to the one holding the legal title.

(See Secs. 131-03, Ownership of Real Property, and 141-10, Ownership of Personal Property, for further definition and discussion.)

OWNERSHIP—The ownership of a thing is the right of one or more persons to possess and use it to the exclusion of others. The thing of which there may be ownership is called property.

Ownership is defined as that portion of the total value of real or personal property which is available to the owner. It may be complete possession or equity in personal or real property.

(See Equity.)

PAROLE—As used in this Manual, the term "parole" means the conditional release of a person *who has been committed* to a State institution. It is a suspension of sentence or commitment, during good behavior, terminable upon breach of any of its conditions, and rescindable at any time.

PATENTED MINING CLAIM—See Mining Claims, Tunnel Rights and Mill Sites.

PAYEE—One to whom a warrant is payable. (See also Recipient; Applicant; Grantee.)

PERJURY—An unqualified statement of that which one does not know to be true is equivalent to a statement of that which one knows to be false. Perjury is punishable by imprisonment in the State prison for not less than one nor more than 14 years.

PERSONAL PROPERTY—Estate or property that is not real, consisting in general of things temporary or movable; chattels; originally, property recoverable by personal action; in the common law, any action not brought for the recovery of, or involving rights in, lands, tenements, or hereditaments; that is, one brought to enforce or recover a debt or personal duty, or damages in lieu of it, or damages for an injury to person or property, or for the specific recovery of, or enforcement of a lien upon, goods or chattels. Includes all property except real estates; e.g., money, goods, chattels, evidences of debt, stocks, bonds, clothing, furniture, livestock, jewelry, things in action, etc.

For the purposes of sale, emblements, industrial growing crops, and things attached to or forming part of the land, which are agreed to be severed by sale or under the contract of sale, shall be treated as goods.

Parties may, by agreement between themselves, determine the character of the property. Thus a conditional sale may be made of heavy machinery which is later affixed to realty of buyer and yet remains personal property of seller. This agreement will not, however, affect its character as to bona fide purchasers or encumbrancers of buyer's interest.

PERSONALTY—Personal property, as distinguished from real property.

PHOTOPHOBIA—A morbid dread or dislike of light.

PLEDGE—A deposit of personal property by way of security for the performance of another act. Any personal property, including choses in action may be pledged. The lien of a pledge is dependent upon possession and no pledge is valid until the property is delivered to the pledgee or to a pledge holder. The increase of pledged property is pledged with the property.

A pledge differs from a chattel mortgage in that the mortgage requires writing and recordation, not change of possession.

POSSESSORY INTERESTS—Include:

1. Possession of, claim to, or right to the possession of land or improvements, except when resulting from ownership of the land or improvements.
2. Taxable improvements on tax exempt land.

Possessory interests are not considered sufficient security for the payment of any taxes.

POWER OF ATTORNEY—Written authority from one person to another to act for him.

PROBATION—As used in this Manual, the term "probation" means the conditional release of a person *prior to commitment* to a State institution. An order suspending sentence is the equivalent of an order granting probation. Probation may be revoked at any time if the judge has reason to believe that its terms have been violated. Commitment to a penal farm or road camp for a term may be a condition of probation, but after commitment to a *State institution* release may be obtained only by parole, discharge, commutation, pardon, or escape.

PROPERTY—The word "property" includes property real and personal. Property is the exclusive right of possessing, enjoying, and disposing of a thing; it is the right and interest which a man has in lands and chattels, to the exclusion of others, and the term is sufficiently comprehensive to include every species of estate, real or personal.

The term "property" includes all matters and things real, personal or mixed, capable of private ownership.

PROPERTY, REAL—See Real Property.

PROPERTY SOLD FOR DELINQUENT TAXES—Real property on which taxes have become delinquent is so marked in the assessor's office at the time of the first tax delinquency. Such property is marked:

"Sold to the State"
Date of sale
Amount of taxes due

Delinquent taxes constitute a lien against property. Property is not offered for sale at public auction until five years after the first delinquency. During this five-year period the owner may redeem the property by payment of delinquent taxes and penalties thereon.

Title does not pass until the execution of a deed either to the State or to purchaser at delinquent tax sale. Such deed is executed by the tax collector and recorded in the office of the county recorder. (See also Title, Tax.)

NEGOTIABLE INSTRUMENT—An instrument to be negotiable must conform to the following requirements:

1. It must be in writing and signed by maker or drawer;
2. It must contain an unconditional promise or order to pay a sum certain in money;
3. It must be payable on demand, or at a fixed or determinable future time;
4. It must be payable to order or to bearer; and
5. Where instrument is addressed to a drawee, he must be named or otherwise indicated therein with reasonable certainty.

The chief types of negotiable instruments are **bills of exchange** and **promissory notes**.

Negotiable bill of exchange is an unconditional order in writing, addressed by a drawer to a drawee, requiring latter to pay on demand or at a fixed or determinable future time, a sum certain in money, to order or to bearer.

Check is a bill of exchange drawn on a bank payable on demand.

Trade acceptance is a draft (i.e., a bill of exchange) used in financing sales. It is drawn by seller upon buyer as drawee, usually payable to order of seller. Acceptance by buyer is means by which seller secures payment of purchase price. Such instrument usually refers to transaction out of which it arose. A bill of exchange is a mere order and before acceptance does not operate as an assignment of funds.

Negotiable promissory note is an unconditional promise in writing, made by a maker to a payee, engaging to pay on demand or at a fixed or determinable future time, a sum certain to order or to bearer.

Bond is a promissory note usually secured by a mortgage or deed of trust.

Document of title in which it is stated that the goods referred to therein will be delivered to the bearer, or to the order of any person named in such document is a negotiable document of title.

NON-COUNTY AID—See Recipient, Non-County.

NON-FEDERAL AID—See Recipient, Non-Federal.

NUMBER—Singular number includes the plural, and plural the singular.

OATHS AND AFFIRMATIONS

Every county officer named below, and his deputy, and every justice of the peace may administer and certify oaths.

1. A district attorney;
2. A sheriff;
3. A county clerk;
4. An auditor;
5. A treasurer
6. A recorder;
7. A license collector;
8. A tax collector; who shall be an ex officio license collector;
9. An assessor;
10. A superintendent of schools;
11. A public administrator;
12. A coroner;
13. A surveyor;
14. Members of the board of supervisors;
15. A livestock inspector;
16. A fish and game warden;
17. A county librarian;
18. Such other officers as may be provided by law.
19. The commissioned officers of the armed forces included in the following groups:
 - a. Any officer of any part of the U. S. Army on active duty in Federal service, commissioned in or assigned or detailed to duty with the Judge Advocate General's Department, any staff judge advocate or acting staff judge advocate and the adjutant, assistant adjutant, personnel adjutant or commanding officer of any command.
 - b. Any commanding officer or executive officer of a ship, shore station or establishment and any officer of or above the rank of Lieutenant Senior Grade, on active duty with the U. S. Navy or Coast Guard.
 - c. Any officer of or above the rank of Captain on active duty with the U. S. Marine Corps.

In order to be valid, the document bearing the signature of such commissioned officer must show, in addition to the officer's signature, his serial number, branch of service, and the capacity in which he signed.

Every court, every judge, or clerk of any court, every justice, and every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has power to administer oaths or affirmations.

An oath, or affirmation, may be administered as follows, the person who swears, or affirms, expressing his assent when addressed in the following form: "You do solemnly swear (or affirm, as the case may be), that the evidence you shall give in this issue (or matter), (pending between _____ and _____,) shall be the truth, the whole truth, and nothing but the truth, so help you God."

Whenever the court before which a person is offered as a witness is satisfied that he has a peculiar mode of swearing, connected with or in addition to the usual form of administration, which, in his opinion, is more solemn or obligatory, the court may, in its discretion, adopt that mode.

When a person is sworn who believes in any other than the Christian religion, he may be sworn according to the peculiar ceremonies of his religion, if there be any such.

Any person who desires it may, at his option, instead of taking an oath make his solemn affirmation or declaration by assenting when addressed in the following form: "You do solemnly affirm (or declare) that * * * (etc.)."

(See also Affidavit.)

OIL RIGHTS AND LEASES—See Leases and Real Property.

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento

January 25, 1944

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SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title I of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encls.

1944 JAN 26 AM 11 21

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EARL WARREN
GOVERNOR
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

C. M. WOLLENBERG
DIRECTOR

Sacramento
December 20, 1943

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1680 NORTH VINE STREET
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DEPARTMENT BULLETIN NO. 229

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

FILED
in the office of the Secretary of State
of the State of California

JAN 26 1944

FRANK M. JORDAN, Secretary of State

Chas. J. Taggart
Deputy

Subject: Return of Erroneous Repayments
of Old Age Security

Section 2222.7 of the Welfare and Institutions Code provides for the return of erroneous repayments of Old Age Security upon a finding by the State Department of Social Welfare or upon certification by the county or the State Department of Social Welfare.

If the erroneous repayment was not previously reported as a collection to the State by means of Forms Ag 803 (Report of Adjustments) or Ag 805 (Report of Collections), the return of the erroneous repayment need not be reported to the State Department of Social Welfare, but all pertinent facts surrounding the return shall be incorporated in the county case file.

If the erroneous repayment has been reported to the State by means of Forms Ag 803 (Report of Adjustments) or Ag 805 (Report of Collections), and the Federal Government has received a share of the erroneous repayment, Federal participation in the return of the erroneous repayment is available only in cases where the erroneous repayment was made on the basis of alleged ineligibility to one or more entire payments of Old Age Security. In such cases, therefore, the entire amount of the erroneous repayment shall be returned in accordance with the statutory provision.

If, however, the erroneous repayment represented only a portion of the aid payment for one or more months (generally in cases involving the receipt of allegedly deductible income), Federal participation is not yet available, although the Social Security Board is giving consideration to the problem and it is hoped that a favorable ruling will be issued soon.

It is recommended that counties return only the State and county shares of erroneous repayments in all cases where the availability of Federal reimbursement is not yet assured.

Pursuant to Section 4075 of the Political Code, a claim for the return of an erroneous repayment must be filed by the claimant within one year from the date of the last credit item of the account receivable. Section 2222.7 of the

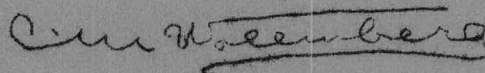
Welfare and Institutions Code, however, provides for a temporary moratorium on this statute of limitations, so that erroneous repayments collected from July 1, 1941, up to and including June 30, 1943, are subject to return when a claim is or has been filed within the period from July 1, 1943, up to and including June 30, 1944.

Reporting of returns of erroneous repayments.

When the original repayment has already been reported to the State on Forms Ag 803 (Report of Adjustments) or Ag 805 (Report of Collections), the county shall report the return of the erroneous repayment on a current claim as credit entries on Forms Ag 803 or Ag 805, and deducting them from the total of regular adjustments or collections reported. The fiscal distribution shall be in relative proportion to the distribution of the original repayment. In Column 9 (on Form Ag 803), or Column 10 (on Form Ag 805), the county shall report the number of the check or warrant by which the return to the claimant was made. If the county has no regular adjustments or collections to report, or if such regular adjustments or collections total less than the returns to claimants, credit entries will appear under the appropriate items on the Aid Affidavit, Form Ag 800.

In addition to inclusion on Forms Ag 803 or Ag 805, the return and all information pertaining thereto shall be reported for each individual case by means of a letter or Form Ag 808 (Notice of Repayment). In the event Form Ag 808 is used, the heading of the form should be changed to "Notice of Return of Repayment."

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

(Authority: Section 2222.7, Welfare and Institutions Code)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 21, 1944

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435 NORTH BRIGHT AVE.
WHITTIER, CALIFORNIA

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IN REPLY PLEASE REFER
TO:

DEPARTMENT BULLETIN NO. 231

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: OAS; ANB; APSB
Fraternal, Benevolent and other
Non-Profit Institutions

Attorney General's Opinion NS5220 forwarded with Circular Letter 249, issued December 7, 1943, relates to eligibility of inmates of homes or institutions maintained by fraternal, benevolent, or other non-profit organizations. Under that opinion certain inmates, previously held to be ineligible, may now qualify for aid.

Attached are revisions to the Manual of Policies and Procedures, Sections 163-00 and 163-60, and a new section 143-30. These sections become effective immediately. Revision to other sections to bring them into line with rulings set forth in the attached material will be issued as soon as administratively possible.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

(Authority: Sections 2160.5 and 2163, Welfare and Institutions Code)

Sec. 163-00 Eligibility of Inmates of Non-Profit, Fraternal or Benevolent
Institutions
OAS; ANB; APSE

Aid shall be granted to any person, otherwise eligible, who is an inmate of a home or institution maintained by any fraternal, benevolent or non-profit organization provided all the following conditions are met:

1. There is no contract obligating the home or institution to care for the inmate for life. (See Sec. 163-60 - Life Care Contracts in Non-Profit, Fraternal or Benevolent Institutions)
2. In OAS, the home or institution has a written license or permit from the SDSW or from an inspection service approved or accredited by the Department in accord with Section 2300 of the W & IC, and such license has not been revoked.
3. In ANB and APSE, the per capita cost of maintenance within the home or institution does not exceed the sum of \$83.33 per month. Per capita cost is not a factor in determining eligibility for OAS except as provided in Section 143-30, Inmate's Interest Resulting from Assignment of Property to Non-Profit Institution, governing personal property holdings for persons who transferred their property to the home or institution.
4. The inmate is either obligated to pay the institution for the support provided, or the value of the support given without charge to the inmate is such that his full need is not met. Whether or not the institution has made a bona fide request for payment of the support given shall be ascertained. If full support is not furnished by the institution and the inmate is otherwise eligible, aid shall be granted in an amount necessary to cover the portion of his care not furnished by the institution.

Sec. 163-60 Life Care Contracts in Non-Profit, Fraternal and Benevolent
Institutions
OAS; ANB; APSE

Aid shall be granted to ANB and APSE applicants, otherwise eligible, in certain non-profit, fraternal, or benevolent homes and institutions, provided such persons are not cared for under a contract for life care.

Aid shall be granted to OAS applicants, otherwise eligible, in certain private homes and institutions provided such persons are cared for on a month to month basis, and not under a contract for a period of time exceeding one month.

The payment of dues or assessments by a member, or on his behalf, which funds are used in whole or in part toward the maintenance of persons within the home or institution does not in itself entitle the member to receive care for life in the home or institution. Likewise the transfer of property to the home or institution as a condition of admittance does not in itself result in a contract for life care. The fact that the person has agreed or promised to pay for his maintenance in the event he receives a pension, bequest, devise, or other inheritance is immaterial. In general an agreement which specifies that the institution may terminate the rendering of care, with or without cause, does not constitute an agreement for life care.

An investigation is necessary to determine if an inmate is legally entitled to receive care for life. This investigation shall consist of an examination of the by-laws of the institution and of the application or agreement between the inmate and the organization or other parties, such as the members of the organization. When the results of the investigation leave doubt as to the existence of a life care contract the facts may be submitted to the SDSW for decision.

If the facts develop that the home or institution is providing any necessities to the inmate and is not requiring payment therefor from the inmate, the value of such contributions shall be considered in the same manner as other contributions in cash or in kind received from other sources.

Sec. 143-30 Inmate's Interest Resulting from Assignment of Property to Non-Profit Institution

OAS; ANB; APSB

An inmate of a fraternal, benevolent or other non-profit institution who assigns or has in the past assigned to such home or institution personal or real property is no longer owner of title to such property. However, in the absence of a life care contract (see Section 163-60, Life Care Contracts in Non-Profit, Fraternal or Benevolent Institutions) the inmate may own a valuable right or interest which represents personal property regardless of whether the property assigned was personal or real. If the applicant is otherwise eligible for aid the present value of such right or interest shall be considered in determining eligibility.

If the inmate in question owns no personal property other than that assigned to the institution and the value of the property when assigned was not in excess of \$600, such applicant, from a personal property standpoint, would be entitled to aid. If the inmate owns personal property other than that assigned to the institution or if the value of the property assigned was in excess of \$600, the present value of the applicant's right or interest shall be determined.

The present value of the applicant's right or interest shall be ascertained by deducting from the estimated value of the property at the time of assignment, the value of care and maintenance extended to the applicant by the home or institution since the date of assignment. Real property transferred to the institution may be valued at twice the county assessed value at the time of transfer. If question arises as to the value determined by this method an appraisal, related to the value of the property at the time of transfer, may be secured from a real estate agent or some other qualified source. The value of care and maintenance shall be determined by computing the total cost of care extended by the institution based on the monthly per capita cost of the institution concerned together with any other extra expenditures made by the institution for the applicant since the date of property assignment.

Example:

- (a) An applicant on 1-1-44 is residing in a fraternal home, there being no enforceable life care contract. Upon admission to the home on September 1, 1942, the applicant assigned to the home \$550 cash which represented his entire personal property holdings. He has since acquired no other personal property. From a personal property standpoint the applicant is eligible for aid and the value, if any, of his present right or interest need not be determined.

If at a subsequent date the applicant becomes possessed of other personal property, the value of his right or interest resulting from the assignment to the home must be ascertained.

Example:

- (b) An applicant on 2-1-44 is residing in a non-profit institution with which he has not entered into an enforceable life care contract. When the applicant entered the institution on 2-1-42, two years prior to application, he assigned to the institution real property valued at \$1600 (computed at twice the assessed value in the absence of facts to the contrary). The applicant has in his possession personal property in the form of stocks currently valued at \$200. His personal property is unencumbered.

The monthly per capita cost of the institution during the eleven months he was there in 1942, was \$57 and the per capita cost for the twelve months of 1943 and one month of 1944 has remained at \$62. No other expenditures have been made by the institution for the applicant since his date of entry. The value of care and maintenance extended to the applicant since the property was assigned is therefore (11 x \$57 plus 13 x \$62) \$1433. Deducting \$1433 from the \$1600, the value of property when assigned, leaves \$167 the present value of the applicant's right or interest resulting from the assignment. This amount together with the applicant's other personal property valued at \$200 makes total personal property \$367. If the applicant is otherwise eligible he is entitled to receive aid.

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
February 9, 1944

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SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encls.
52:797

1944 FEB 10 PM 3 28

FILED
In the office of the Secretary of State
of the State of California
FEB 11 1944
FRANK M. JORDAN, Secretary of State
Chris Gray
Deputy



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GOVERNOR
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DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 31, 1944

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1297

MANUAL LETTER NO. 48

The material you receive herewith is to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters:

Residence	Revisions 31 thru 37
Investigation and Decision	Revisions 16, 17 and 18
Statistical Procedures	Revisions 11 thru 22

These revisions, some of which were necessitated by the 1943 amendments were approved by the Social Welfare Board on December 16, 1943.

The revisions to the Statistical Procedures Chapter cover the instructions for the revised Monthly Statistical Report, Form Ag, Bl, CA 237, to be used effective March 1, 1944, for reports covering the month of February, 1944, and subsequent months, as stated in Circular Letter #247. The forms have been reproduced in Sec. 569-99. A supply of the revised forms will be forwarded early in February.

Your attention is directed particularly to the following:

Sec. 120-45 sets forth the present policy regarding residence of incompetents.

Sec. 123-05 eliminates the provision that aid may be discontinued at the end of the second month of temporary absence from the State.

Sec. 124-35 has been revised to cover Federal as well as State parolees.

Secs. 543-00 and 560-00 have been deleted as no longer applicable.

The issuance of this material renders obsolete all of Department Bulletins #196, #197, #205, and #205A.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

THE SECRETARY OF THE
TREASURY
WASHINGTON
D.C. 20548

UNITED STATES DEPARTMENT OF THE
TREASURY
WASHINGTON
D.C. 20548

THE SECRETARY OF THE
TREASURY
WASHINGTON
D.C. 20548

RECEIVED

The enclosed for review is to be reviewed in your office of the
Internal Revenue Service and the results of the review should be
reported to the Internal Revenue Service.

Very truly yours,
Director

These revisions, some of which were recommended by the Internal
Revenue Service, are being made to the Internal Revenue Service
Manual. The revisions are being made to the Internal Revenue Service
Manual in order to bring it up to date and to reflect the changes
in the Internal Revenue Code. The revisions are being made to the
Internal Revenue Service Manual in order to bring it up to date and
to reflect the changes in the Internal Revenue Code. The revisions
are being made to the Internal Revenue Service Manual in order to
bring it up to date and to reflect the changes in the Internal
Revenue Code.

Very truly yours,
Director

The Secretary of the Treasury
Washington
D.C. 20548

120-10 **Sec. 120-10 Residence—How Lost** Pol. C. Sec. 52; W&IC Secs. 1527, 2200, 3090, 3450, 103, OAS; ANB; APSB; ANC 103.5, 103.6, 1560, 2141, 3075, 3460

Residence, once gained, can be lost only when act and intent again coincide, and a new residence is established. "Residence" does not connote a period of residence which would qualify a person for any particular kind of aid in this or another state, but means legal residence as defined in Sec. 120-00, Residence, General.

120-25 **Sec. 120-25 Effect of Dependency on Residence** Pol. C. Sec. 52; W&IC Secs. 103, 103.5, 103.6, OAS; ANB; APSB; ANC 1560, 2140, 2141, 3075, 3460

Dependency or receipt of aid or relief through any county in this State is an irrelevant factor in determining residence for purpose of OAS, ANB, APSB or ANC.

Assistance may not be denied an applicant solely because he received aid or relief from another state or one of its political subdivisions while physically present in this State. When residence in another state or its subdivision is a condition to the granting of aid or relief, this may be considered as evidence indicating an intent to retain residence in that state. Such evidence may be refuted by other evidence indicating an intent to establish residence in this State. In cases of conflicting evidence, a preponderance of evidence is accepted.

Sec. 120-00 Residence, General
OAS; ANB; APSB; ANC

Pol. C. Sec. 52; W&IC Secs. 103, 103.5, 103.6, 1527,
1560, 2141, 2200, 3075, 3090, 3450, 3460

120-00

Certain residence qualifications as a condition of eligibility are required in all four categorical aids. These requisites vary according to provisions set forth in the statutes for each aid. However, "residence" is not defined in any of the four aid laws. Therefore, the word "residence" and its derivatives "reside" and "residing" are interpreted in accordance with provisions of the general laws, except as they conflict with specific provisions of the Welfare and Institutions Code. "Residence" does not connote any particular length of residence which would qualify a person for aid. The concepts that follow should be considered in determining State and county residence for the four categorical aids.

1. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
2. There can be only one residence.
3. A residence can not be lost until another is gained.
4. Residence can be changed only by union of act and intent.

Sec. 120-05 Guides for Determining Whether Residence Established Pol. C. Sec. 52; W&IC Secs.
OAS; ANB; APSB; ANC 1525, 1526, 2160c, 2160d, 2161, 3040, 3041, 3042.10, 3043, 3430, 3431, 3433

Before residence is gained, it is necessary that there be physical presence and intent to establish residence in a certain place. The factor of intent involves, as a prerequisite, ability to make a choice. Therefore, anyone entering the State without such ability could not establish a residence here. This would include persons brought into the State under arrest, such as Federal prisoners destined for Alcatraz or for county jails functioning as Federal prisons; persons extradited from other states in which they had established residence; escaped prisoners; paroled prisoners; and others of similar status. (See Sec. 124-35, Residence While on Parole.)

Exceptions to the foregoing are (1) ANB and APSB applicants who are deemed to reside in California during any periods when as minors they are physically present in this State, (2) ANB and APSB applicants during any period in their minority when the persons determining their residence have resided in this State, and (3) in ANC, children born in California and children not born here who fulfill residence requirements by their own physical presence in California during the year immediately preceding date of application. Intent is irrelevant in such cases.

Voluntary physical presence in this State for any considerable length of time may indicate intent to reside here. In absence of evidence to the contrary, it may be deemed that residence begins as of the date of entry in computing length of residence for parents of children not born in California; for ANB and APSB applicants not California residents at time they became blind; and for OAS applicants.

The guides for determining whether residence was lost or retained by California residents who are absent from the State (as set forth in Secs. 121-45 through 121-95) are applicable in converse to residents of other states who are present in California.

See Secs. 120-45, Residence of Incompetents, 121-20, State Residence, ANC, 124-30, Residence While in Public Custodial or Correctional Institution, 124-28, Residence on Federal Reservation Housing Project, etc., and 230-60, Guardianship.

120-35 Sec. 120-35 Residence of Illegitimate Child Pol. C. Sec. 52; W&IC Secs. 1525, 1526, C.C. Sec. 200
ANC

The mother of an illegitimate unmarried minor is entitled to its custody in the absence of court action to the contrary.

If the mother is an unmarried minor, her county residence would be determined by the parent, guardian or court having custody, and her residence would determine that of her child or children.

ANC State residence requirements may be fulfilled by child's California birth, by child's physical presence in California for year immediately preceding date of application, or by mother's residence in California for year immediately preceding date of application. If paternity has been established, ANC State residence may be established by the father.

120-45 Sec. 120-45 Residence of Incompetents W&IC Secs. 2141, 3075, 3460
OAS; ANB; APSB

Incompetency is a finding of the court and is not a factor in determining residence unless:

- (1) a guardian of the person has been appointed, or
- (2) the person has been found incompetent under the provisions of Secs. 5076 or 5078 of the W. & I. C.

The residence of one for whom a guardian of the person has been appointed is the residence of the ward at the time letters of guardianship were issued. Residence of such a person may be changed only by the union of the guardian's intent and some act in relation to the ward such as the ward's removal to another county.

For residence while in or on parole from a public custodial or correctional institution see Secs. 124-30, Residence While in Public Custodial or Correctional Institution, 124-35, Residence While on Parole, and 230-60, Guardianship.

121-00 Sec. 121-00 State Residence, General W&IC Secs. 1525, 2160 (c), 3040, 3041, 3430, 3431, 3043
OAS; ANB; APSB; ANC

State residence is a requirement for eligibility to OAS; for eligibility to ANB and APSB, either at the time of becoming blind or during a specified period prior to application; and for eligibility to ANC for all children not born in California.

121-05 Sec. 121-05 State Residence—OAS W&IC Secs. 2160c(2)
OAS

All applicants for OAS, to be eligible to this aid, must reside in this State and have so resided continuously for at least one year immediately preceding date of application and for a total of five years which may be cumulative within the nine years immediately preceding date of application.

Sec. 120-30 Residence of Married Woman Pol. C. Sec. 52; CC Secs. 103, 104, 156; W&IC 120-30
OAS; ANB; APSB; ANC Secs. 103, 103.5, 103.6, 1560, 2140, 2141, 3075, 3460

Under the general laws, residence of the husband determines that of the wife and the residence of an adult or minor married woman follows that of her husband. If the husband dies, the widow, though still a minor, would determine her own residence. A husband, however, is deemed to reside where his family has residence unless he establishes a separate residence elsewhere by act and intent.

The foregoing is not intended to imply that a woman, upon marriage, assumes her husband's prior length of residence. Such a woman would not be eligible to aid unless she personally had met residence requirements set forth in the specific category of aid for which she is applying.

Specific exceptions to the general principles mentioned in the preceding paragraph are written into the laws governing OAS, ANB, APSB, and ANC. These exceptions are discussed in Sec. 120-32, Residence of Married Woman Under OAS Law; in Sec. 120-33, Residence of Married Woman Under ANB and APSB Laws, and in Sec. 122-10, ANC—Determination of County of Residence.

Sec. 120-32 Residence of Married Woman Under OAS Law W&IC Secs. 2140, 2141, 2161 120-32
OAS

A woman applicant for OAS may establish her own separate residence if she is in fact living separate and apart from her husband.

Example a: Husband is living in County A, wife is applying for OAS in County B. Investigation reveals that wife came to County B in 1935 intending to make her residence there. Wife is resident of County B, application is granted by that County if she is otherwise eligible.

Example b: Woman came to California in January, 1937, and has remained here continuously with intent of maintaining her residence in California. Husband joined her in California in 1939. Woman applies for OAS in February, 1942, and has completed the required period of State residence at that time.

Sec. 120-33 Residence of Married Woman Under ANB and APSB Laws W&IC Secs. 3042.10, 3075, 120-33
ANB; APSB 3433, 3460

For the purpose of receiving aid under ANB or APSB law, neither the domicile nor residence of husband or wife shall be deemed to be the residence or domicile of the other. Each may have a separate residence or domicile, dependent upon proof of the fact and not on legal presumptions. In other words, in the absence of proof that husband and wife have separate residence status, they may be presumed to have but one which would be determined in accordance with the general laws regarding residence. (See Sec. 120-30, Residence of Married Woman.)

122-54 Sec. 122-54 Discontinuance of Aid During Transfer Period W&IC Secs. 1511, 1512, 1527, 1560
ANC

When payment of aid by the first county is discontinued because of established ineligibility of the whole family group during the period while the required residence in the second county is being acquired, the responsibility of the first county ceases. Should restoration of aid be requested, a new application shall be taken by the second county. If eligibility is established, aid is payable on a non-county basis by the second county until the end of the month in which one year of residence in the second county is completed. If, however, the change of residence took place on first day of month, payment of aid is assumed by second county one year from such date. (See Sec. 122-15, Non-County Residence.)

When aid for one child in a family group is discontinued because of established ineligibility during the period while the required residence in the second county is being acquired, restoration for such a child is made on a non-county basis by the first county. A notice of change accompanied by evidence to show eligibility on a non-county basis shall be submitted. First county shall claim non-county aid for the one child but continue to claim on a State and county basis for the other children.

Should the payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted.

122-55 Sec. 122-55 Disputed Beginning Date of Residence in Transfer Case W&IC Secs. 1527, 2200, 3090
OAS; ANB; APSB; ANC

When a dispute arises between two counties regarding the beginning date of residence in a transfer case, the SDSW shall exercise full authority in weighing the evidence presented. See Sec. 330-00, Dispute Regarding Responsibility for an Applicant, for procedure in formal appeals.

122-60 Sec. 122-60 Transferred Recipient Who Returns to County of First Residence W&IC Secs. 1511, 1512, 1527, 2160d, 2200, 3041, 3040, 3042, 3090, 3430, 3431, 3432, 3450
OAS; ANB; APSB; ANC

Should a regular recipient in OAS, ANB, and APSB, or a person determining residence of a child in ANC, move to a county with intent to reside and then return after an absence of less than one year to the first county with intent to remain, his residence in the first county is not deemed to have been interrupted. Aid shall be continued by the first county on a joint State and county basis, if eligibility continues. However, if aid has been discontinued because of established ineligibility during the period of absence from the first county, aid is paid on a non-county basis until the required period of county residence is again completed in the first county. (See Secs. 122-53 and 122-54, Discontinuance of Aid During Transfer Period.)

Sec. 122-50 Removal from County of Residence W&IC Secs. 1527, 2200, 3090, 3450
OAS; ANB; APSB; ANC

122-50

When a regular recipient in OAS, ANB, and APSB, or the person who determines the child's residence in ANC, moves to another county in the State with intent to make the second county his residence, aid shall be paid by the first county until required period of residence in second county is completed. (For exception, see Secs. 122-53 and 122-54, Discontinuance of Aid During Transfer Period.) It is presumed that the period of time for the acquisition of one year's residence in the county of second residence starts upon the date of removal from the first county, unless the presumption is refuted by positive evidence. If it appears that a lapse of time occurred between date of removal from the first county and establishment of residence in the second county, the second county shall obtain residence evidence to refute the presumption and verify the date residence was established in the second county.

The county of first residence shall pay aid until the end of the month during which one year's residence is completed in the second county. The second county, if eligibility continues, shall commence payment of aid on the first day of the month next following the completion of one year's residence therein. If, however, the change of residence took place on the first day of the month, payment of aid is assumed by the second county one year from such date.

Sec. 122-53 Discontinuance of Aid During Transfer Period W&IC Secs. 2141, 2160d, 2200, 3042, 3075, 3090, 3432, 3450, 3460
OAS; ANB; APSB

122-53

When payment of aid by the first county is discontinued because of established ineligibility during the period while the required residence in the second county is being acquired, responsibility of the first county ceases. Should the former recipient request restoration of aid, a new application shall be taken by the second county. If eligibility is established, but residence of one year in the second county has not been completed (six months in the case of an ANB or APSB recipient who became blind while a resident of California), aid is payable on a non-county basis until the end of the month in which the required period of county residence is completed. If, however, residence in the second county was established on the first day of the month, the second county participates in the payment of aid one year from such date (six months in the case of the ANB or APSB recipient who became blind while a resident of California).

Example: A regular recipient of OAS in County A moved to County B, with intent to reside, on October 10, 1940. On December 15, 1940, he received an inheritance which brought his personal property in excess of \$500. Aid was discontinued by County A effective December 31, 1940. The former recipient's personal property is reduced within the \$500 maximum and he again requests aid in June, 1941. His application is taken by County B. Aid is granted to begin July 1, 1941, on a non-county basis until October 31, 1941.

Should payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted.

122-70 Sec. 122-70 Removal of Non-County Aid Recipient W&IC Secs. 2160d, 3042, 1526, 2161, 3042.10
OAS; ANB; APSB; ANC

Recipients in OAS, ANB, or APSB, or person who determines the residence of the child in ANB, APSB, or ANC, may move to another county with intent to reside while aid is being paid on a non-county basis by the first county. In such cases, first county shall notify the second county in writing of the fact of removal, of the date, if known, on which the recipient, or person fixing child's residence, left first county. Counties involved shall agree upon a date for discontinuance by first county and assumption of responsibility by second county. The second county shall assume responsibility for payment of non-county aid at the earliest possible date. A new application (Form Ag, Bl, CA 200) and certificate of eligibility (Form Ag, Bl, CA 201) shall be completed. Determination shall be made of the date residence was established, whereabouts during the past three years for OAS, ANB, and APSB, and in ANC whereabouts for one year immediately preceding date residence was established in present county. Verification of continuance of need is also necessary. First county shall furnish certified copies of evidence verifying other points of eligibility.

If it becomes apparent that the second county can not complete the investigation and take action so that aid can be continuous, the first county should be so informed. The first county may then continue aid for an additional period. When the date upon which joint participation in payment would have begun in first county arrives before aid can be initiated by second county, aid shall be discontinued by first county immediately. No more than twelve consecutive months of non-county aid shall be paid by one county (six months in case of ANB or APSB recipient who became blind while a California resident).

If a recipient of non-county aid establishes residence in a second county, but reestablishes residence in the first county before it has discontinued aid, that county shall continue payment of aid on a non-county basis for not more than twelve consecutive months subsequent to the date that residence was reestablished in that county. If a recipient of non-county aid establishes residence in a second county, and aid has been discontinued by the first county, and the recipient reestablishes residence in the first county prior to beginning payment of aid by the second county, the first county shall restore aid, to be paid on a non-county basis for not more than twelve consecutive months subsequent to the date that residence was reestablished in that county.

Aid granted in the amount for which eligibility is established will be reimbursed in full by State until continuous residence of one year has been completed in a single county (six months in case of ANB or APSB recipient who became blind while California resident). Joint financial participation begins as of the first day of first month after date upon which required period of county residence is completed unless that be first day of month, in which event joint payment shall begin on that day.

Example a: A non-county aid recipient in OAS, ANB, APSB, or in ANC person determining residence of child, residing in County A removes with intent to reside in County B, on June 1, 1940. County A sends written notification to County B; July 31, 1940, is agreed upon as the date aid is to be discontinued by County A. County B takes application on June 7, 1940, and proceeds with required residence and need verification. Application is presented to board of supervisors at meeting in July and aid is granted as of August 1, 1940. Full reimbursement will be made by State until May 31, 1941 (November 30, 1940, in case of ANB recipient who became blind while State resident). Joint financial participation will begin as of June 1, 1941, if residence continues in County B until that date (or on December 1, 1940, for ANB recipient who became blind while California resident).

Example b: A non-county OAS, ANB, or APSB recipient who would have completed required period of county residence on July 6, 1940, in County A, moves to County B on June 12, 1940, with intent to reside. Aid shall be discontinued by County A as of July 31, 1940. Every effort should be made by County B to begin payment of non-county aid as of August 1, 1940. Full reimbursement would be made by State until June 30, 1941 (December 31, 1940, in case of ANB recipient who became blind while State resident).

Sec. 122-65 Removal of Transferred Recipient to a Third County W&IC Secs. 1511, 1512, 1527 122-65
OAS; ANB; APSB; ANC 2160d, 2200, 3040, 3041, 3042, 3090, 3430, 3431, 3432, 3450

When a recipient in OAS, ANB, or APSB, or a person who determines residence of the child in ANB, APSB, or ANC, changes his residence from a second to a third county before one year's residence is completed in the second county, the first county continues to be responsible for the payment of aid until the end of the month following completion of a one year period from the date residence in the second county was established (unless the change of residence took place on the first day of the month.) (For exception, see Secs. 122-53 and 122-54, Discontinuance of Aid During Transfer Period.) The first county shall notify the third county of the change in county residence and the date on which aid will be discontinued, and shall provide the third county with certified copies of documents pertinent to the establishment of eligibility by the third county. An application is filed in the third county and aid to which the person is eligible paid on a non-county basis until completion of one year's residence in the third county (six months in case of ANB or APSB recipient who became blind while California resident).

Example a: OAS recipient receiving aid and residing in County A removes to County B on June 8, 1940, with intent to reside there. Transfer arrangements are completed, County A to discontinue aid as of June 30, 1941. Recipient, however, decides that he would rather live in County C and goes there with that intention on October 1, 1940. County A informs County C of the above facts and continues aid until June 30, 1941. County C takes application and grants non-county aid beginning as of July 1, 1941. If recipient continues to reside in County C, county will participate in payment of aid on and after October 1, 1941.

Example b: ANB recipient, who became blind while a State resident, receiving aid and residing in County A removes to County B on June 8, 1940, with intent to reside there. Transfer arrangements are completed, County A to discontinue aid as of June 30, 1941. Recipient, however, decides that he would rather live in County C and goes there with that intention on October 1, 1940. County A informs County C of the above facts and continues aid until June 30, 1941. County C takes application and grants aid beginning as of July 1, 1941. As recipient has completed six months' residence in County C, aid is paid on joint basis.

Example c: Regular recipient in County A moves on November 5, 1940, to reside in County B. Transfer arrangements are completed, but on June 15, 1941, recipient reconsiders and returns to County A to reside, remaining there until July 6, 1941. On that date recipient moves to County C, with intent to reside. Transfer arrangements completed between Counties A and C. Aid is continued on joint State and county basis by County A until July 31, 1942, payment by County C beginning as of August 1, 1942, provided recipient remains in County C.

Sec. 122-67 Continuous Payment of Aid in Transferred Case W&IC Secs. 1527, 1560, 2141, 122-67
OAS; ANB; APSB; ANC 2200, 3075, 3090, 3450, 3460

When a recipient in OAS, ANB, or APSB, or a person who determines residence of the child in ANC, ANB, or APSB, moves from one county to another with intent to change residence, there shall be no interruption in receipt of aid. To insure the completion of investigation and verification of eligibility prior to effective date of transfer application should be taken by second county well before date aid is to be discontinued by first county. There shall be neither lag nor overlapping between date of discontinuance and date of beginning aid.

When an application has not been taken by the second county within the one-year period, it shall be taken immediately thereafter. Aid shall be paid by the second county as of the first day of the month following the completion of one year of residence unless the date of one year of residence falls on the first day of the month, in which event aid shall begin as of that date irrespective of the date of application or date of action by the board of supervisors.

If residence in another county is established subsequent to the date one year of residence in the second county was acquired, the second county shall be responsible for payment of aid until the end of the month following completion of one year's absence therefrom except that when the change of residence took place on the first day of the month, responsibility of the second county ceases one year from that date.

W&IC Secs. 1512, 1525, 1527, 2160c(2), 2160d, 2200, 3040, 3041, 3042, 3090, 3432, 3475, 3431, 3430
123-25 **Sec. 123-25 Return from Out of State to County Other Than That of Residence After Aid Discontinued**
OAS; ANB; APSB; ANC

Former recipients who have been physically absent from State but have retained legal residence in California and whose aid has been discontinued sometimes return to a county other than that of residence. An application shall be taken by the second county. Retention of California residence during absence and continuance of need after return shall be verified. Certified copies of evidence on other points of eligibility may be obtained from the county previously granting aid.

Aid granted in the amount to which the applicant is eligible will be reimbursed in full by the State until the first day of the month following completion of one year's continuous county residence in a single county (six months in the case of ANB or APSB applicants who became blind while California residents).

Example: ANB recipient living in County A is offered transportation and support by sister during return to family home in Michigan for family reunion in September, 1940. Leaves California on August 17, aid discontinued as of August 31, 1940, because no longer in need. On October 14, 1940, returns to California but during absence has decided that upon return he will live in County B to be near relatives. Enters County B on November 3, 1940, having stopped in County A to close affairs and get personal belongings. County B accepts application and grants ANB as of December 1, 1940. State would reimburse in full until May 31, 1941, when six months' residence in County B will have been completed. Note that residence was not established in County B until November 3, 1940, when physical presence coincided with intent. Recipient in this example was one who became blind while a State resident.

123-50 **Sec. 123-50 Loss of State Residence While in Receipt of Aid** Pol. C. Sec. 52; W&IC Secs. 1560, 2141, 3075, 3460, 103, 103.5
OAS; ANB; APSB; ANC

One who removes to another State or country with the intention of establishing residence there loses California residence immediately. Even though he may intend to return to California at some future date, if his intention is to remain and make his present residence elsewhere for an indefinite period, California residence is lost at the moment that, by act and intent, he begins residence elsewhere.

Aid shall be discontinued as of the last day of month of departure, or of month in which residence is lost by coincidence of act and intent.

A minor whose State residence is contingent solely upon his own physical presence in California loses such residence upon departure from the State regardless of intent and aid shall be discontinued as of last day of that month. However, if minor returns during following month and aid is restored as of that month so that monthly payments do not cease, his absence may be deemed of no consequence and residence may be considered to have continued without interruption.

Example a: Regular recipient of ANB decides that he would be happier living with daughter in Arizona. He informs county of his intention in May, 1940, but does not get his affairs in order until July. On July 11, 1940, recipient leaves California, arriving in Arizona July 12, 1940. Aid is discontinued as of July 31, 1940.

Example b: Regular recipient of ANB decides to visit son in Michigan. He leaves State on July 11, 1940. County forwards August warrant. During August recipient decides to make his home with son and so informs county. Aid is discontinued as of August 31, 1940.

Sec. 122-75 Inter-County Transfer of Aid Because of Woman Recipient's Marriage W&IC Secs. 122-75

OAS; ANB; APSB; ANC 1526, 1527, 2161, 2200, 3042, 3042.10, 3090, 3433, 3450; Pol. C. Sec. 52

A woman recipient of aid, or in ANC the mother or guardian, who marries a resident of another county ordinarily assumes her husband's residence status as of date of marriage. Arrangements should be made by counties concerned for an intercounty transfer of aid as soon as one year of residence in the county of husband's residence has been acquired by woman. For fuller discussion of Married Woman's Residence, see Secs. 120-30, 120-32, 120-33, and 122-10.

Sec. 123-00 Absence of Recipient from State Without Loss of Residence Pol. C. Sec. 52; W&IC 123-00

OAS; ANB; APSB; ANC Secs. 1527, 2200, 3090, 3450

A recipient of aid may leave the State for certain specific or temporary purposes without losing California residence because of his absence. Such absences are discussed fully under Sec. 121-40, etc., Absence from State Prior to Application.

Sec. 123-05 Continuance of Aid While Recipient Absent from State W&IC Secs. 103, 103.5, 103.10 123-05

OAS; ANB; APSB; ANC 1560, 2141, 3075, 3460

When a recipient of OAS, ANB, APSB or a child receiving ANC has left the State for a temporary period, without loss of California residence, aid may be continued as long as residence is retained and the person is otherwise eligible.

A recipient of OAS, ANB or APSB who goes to another state and whose aid continues beyond the second month, shall be required to report at the end of a two-months' period his intent with regard to residence, and, thereafter, shall be required to inform the county of any change in intent with regard to residence. When a child receiving ANC accompanies his parent to another state, the parent shall comply with the foregoing requirements.

When absence from the State is due to unusual circumstances, including fear or apprehension during the period of hostilities, aid may be continued provided California residence is retained and the person is otherwise eligible. Reinvestigation of points of eligibility shall be made in accordance with the regular due date of the reinvestigation (see Secs. 351-05, Date of Reinvestigation, and 353-05, Report Required of Recipient Who Leaves State).

Sec. 123-20 Return from Out of State to County of Residence After Aid Discontinued W&IC Secs. 123-20

OAS; ANB; APSB; ANC 1525, 1527, 2160c(2), 2160d, 2200, 3040, 3041, 3042.10, 3090, 3430,

A former recipient of aid or ANC child whose aid has been discontinued because of prolonged physical absence from State, but who has retained California residence by intent or, if child, by parent's intent or act and intent, would not have interrupted his California residence by such absence and aid may begin immediately upon physical return to State. The fact that residence was retained and that need continues shall be verified. 3433, 3450

This section is not pertinent to ANC children born in California or to ANB or APSB recipients who became blind while California residents, as they are eligible to restoration of aid immediately upon physical return to State regardless of loss or retention of State residence and dependent only on continuance of other eligibility status.

Neither does this section apply to ANC children born out of California nor to minor recipients of ANB or APSB who became blind while not residents of this State, if such minors' State residence is contingent upon their own physical presence in California.

Example: Regular recipient of OAS leaves State on June 12, 1940, to visit sister in Iowa. Warrants for July and August are forwarded by county. Recipient and sister go to visit brother on farm on August 16, 1940. There being no unusual circumstances, aid is discontinued as of August 31, 1940. Recipient remains in Iowa visiting brother through September and October. Returns home in November, 1940. Need and retention of residence having been verified, restoration on Notice of Change receives action at first board of supervisors' meeting in December, 1940.

124-35 Sec. 124-35 Residence While on Parole Pol. C. Secs. 52, 1239; Prob. C. 1500
OAS; ANB; APSB; ANC

The legal residence of a person on parole from a State or Federal institution in this State is that which he had immediately prior to commitment to the institution. Such parolee is not capable of applying the requisite intent necessary to establish an independent residence.

The residence of a woman who has established independent residence during her husband's confinement in an institution in this State follows the residence of the husband unless, upon his parole, she lives separate and apart from the husband.

Example: Family established residence in County A in 1932, and remained there until 1935, when the father was committed to State prison and the mother and child removed with intent to reside in County B. In September, 1938, mother filed ANC application on behalf of child. Aid granted by County B to begin as of October 1, 1938, on joint financial participation basis. On July 6, 1940, father is paroled and joins family in County B where he assumes their support. Family remains in County B. However, father's residence is fixed in County A and determines the legal residence of his wife and child with whom he is living.

Father violates parole and is returned to prison on October 14, 1941. Mother remains in County B. Application for ANC for child is again filed. Aid is granted to begin as of December 1, 1941, on non-county aid basis through County B until October 31, 1942.

125-00 Sec. 125-00 Residence of Inmates of Private Institutions Pol. C. Sec. 52
ANB; APSB; ANC

The residence of a recipient of ANB or APSB who is living in a private institution, or of a person whose residence determines that of a minor recipient of ANB, APSB, or of ANC, is determined in accordance with usual guides and rules. Such persons, by act and intent, may make county in which institution is located their county of residence or may retain residence status they had acquired prior to entrance.

125-05 Sec. 125-05 Residence of ANC Child, Application for Aid Filed by Institution W&IC Secs. 1526, 1557
ANC

An institution maintaining a needy child may make application to SDSW for aid for the child. In such case, county residence of child is irrelevant and aid may be granted by SDSW directly to institution. A child for whom aid is granted in this manner shall not be deemed a resident of the county in which the institution is located because of physical presence therein, so long as the child is granted aid through the institution. (See Sec. 122-10, ANC Determination of County of Residence.)

125-15 Sec. 125-15 OAS Residence of Inmates of Private Institutions W&IC Secs. 2160.5
OAS

County of residence of an OAS applicant who is an inmate of a home or institution maintained by any fraternal, benevolent or other nonprofit organization, is that county from which the inmate came to the institution, regardless of the length of time during which he lives or has lived in the institution. County residence is continuous after entrance into institution and can be changed or terminated only by inmate's withdrawal from institution and establishment of different residence.

125-20 Sec. 125-20 Determining County from Which Inmate Entered Institution W&IC Secs. 2140, 2141, 2160.5
OAS

Unless institution records show conflicting information regarding the place from which inmate came, such records suffice as proof of county residence. If conflicting information develops, applicant's statement of intent with respect to residence prior to entering institution, together with any other facts which support or refute his statement of intent, shall be evaluated in determining his county of residence.

A person leaving a county with intention of entering an institution such as those described in Sec. 125-15, is considered to have entered institution from that county. A temporary stop-over in another county because of illness, business, for a visit, or other reason, and without intent to remain there, does not alter residence status. However, if such stop-over involves change of intent, applicant later deciding to enter the institution, county of residence is that in which applicant resides at time final decision is made.

125-25 Sec. 125-25 Inmate Entering Private Institution from Out of State W&IC Secs. 2140, 2141, 2160.5
OAS

An inmate who comes from another State directly to an institution such as those described in Sec. 125-15, and who enters with intent to remain domiciled therein, establishes State residence as of the day he enters this State, county residence as of the day he enters county in which institution is located.

Sec. 124-15 Absence from County for Educational Purposes Pol. C. 52; W&IC Secs. 3075, 3090, 3450, 3460¹²⁴⁻¹⁵
OAS; ANB; APSB; ANC

The ANB and APSB Laws specifically provide that a blind person who leaves his county for the purpose of attending an institution of learning located in this State shall not be deemed to have moved from his county. However, if he remains in another county during long vacation periods, his intent as to residence should be determined. (As noted in Sec. 124-10, Absence from County for Temporary or Specific Purpose, the foregoing is true under the general laws regarding residence, and is, therefore, true of recipients of OAS and of persons whose residence determines that of minors receiving ANC, ANB, and APSB.)

Sec. 124-25 Absence from County While in Relief Camp W&IC Secs. 1527, 1560, 2141, 2200, 3075, 3090, 3450, 3460; Pol. C. Sec. 52¹²⁴⁻²⁵
OAS; ANB; APSB; ANC

A person who has been maintained in a camp or other relief project retains residence as of the time of entering the camp. If such camp is located in a county other than that in which he resides, upon his return to legal residence such residence is deemed to have been uninterrupted.

A camp enrollee may elect to remain in county in which camp is located and, by intent, establish a residence there. Application shall be taken by that county and aid, if granted, is payable on a non-county basis until a year's residence has been completed (six months in the case of ANB or APSB recipients who became blind while California residents). It would be presumed that county residence begins not later than date formal application is made. If applicant at an earlier date has expressed intent to make his residence in county in which camp is located and has evidenced that intent in some way, such date would mark the beginning of county residence.

Sec. 124-28 Residence on Federal Reservation, Housing Project, etc. W&IC Sec. 114¹²⁴⁻²⁸
OAS; ANB; APSB; ANC

Persons living upon land owned or leased by the U. S. but not subject to the exclusive jurisdiction thereof may acquire State and county residence by union of act and intent. Such land includes housing projects constructed by the FWA and the USHA and all land leased by U. S. agencies from the State, political subdivisions, or individuals. In all other cases, the extent of Federal jurisdiction shall be determined by an examination of the manner in which the property was acquired by the U. S., the statutes under which it was acquired, the statutes authorizing maintenance of the housing project, and the State statutes applicable to such acquisition. Conclusion that exclusive jurisdiction is vested in the U. S. shall not be reached in the absence of express statutory provision or law.

Sec. 124-30 Residence While in Public Custodial or Correctional Institution Pol. C. 52; Prob. C. 1500; W&IC Secs. 1527, 1560, 2141, 2200, 3075, 3090, 3450, 3460¹²⁴⁻³⁰
OAS; ANB; APSB; ANC

The residence of one who is confined in a prison, or who is under commitment in a public hospital is that which he had immediately prior to confinement or commitment. Time spent in a public custodial or correctional institution is considered in computing State and county residence, both for the year immediately preceding the date of application and for the required prior residence. (See Secs. 120-45, Residence of Incompetents, and 124-35, Residence While on Parole.) A person establishing residence for a minor may complete residence requirements including county residence while in or on parole from a public institution.

Commitment to an institution does not deprive a parent of the custody of his minor child unless he is deprived of custody by separate legal action. However, it should be noted that mother of child receiving ANC is deemed to be living separate and apart during time the father is confined in a State or Federal hospital or prison. When child is in mother's care or custody, she may change child's residence.

230-05 **Sec. 230-05 Provisions of Law Regarding Investigation** W&IC Secs. 1550, 2181, 2183, 2183.9, 2010, 2142.5, 3082, 3085, 3460
OAS; ANB; APSB; ANC

In OAS, the county shall upon receipt of an application for aid promptly without any unnecessary delay and with all diligence make the necessary investigation. The county shall have a period of 60 days after the date of application for OAS within which to determine whether or not the applicant is eligible for assistance, and the aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. If the investigation is not completed at the end of the 60-day period, the investigation shall continue until completed; and if eligibility is established, aid shall begin as of the first day of the month in which eligibility is established or as of the first day of the month following the end of the 60-day period, whichever is earlier.

When a former recipient of OAS, whose aid has been discontinued because he accepted employment from which he derived income in excess of the amount allowed under the OAS law, applies for aid, and notifies the county that he no longer has such employment or income, the county shall have a period of 30 days after date of reapplication in which to determine applicant's eligibility. Aid shall be granted from the first day of the month in which determination is made that applicant is eligible but aid shall not commence prior to date of reapplication. When investigation is not completed at the end of the 30-day period, it shall continue until completed. If eligibility is established, aid shall begin as of the first day of the month in which the 30-day period ended.

No question, inquiry, or recommendation under the OAS law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the OAS law shall be in any way affected or influenced by such opinions or affiliations.

The public assistance worker administering OAS shall conduct himself with courtesy, consideration and respect toward applicants and recipients. The worker shall endeavor at all times to perform his duties in such a manner as to secure for every aged person, the maximum amount of aid to which that person is entitled, without attempting to elicit any unnecessary information and without comment or criticism of any fact concerning an applicant or recipient which is not directly related to OAS.

In ANB and APSB, the county shall immediately investigate all applications for aid. Such investigation shall be completed within 90 days after receipt of the application. If the investigation is not completed within 90 days it shall continue and if eligibility is established aid shall begin as of the first day of the month in which the end of the 90-day period occurred.

The board of supervisors shall file with the SDSW a record of their action on each application.

In ANC, the county shall promptly investigate all applications in the manner and on forms prescribed by the SDSW. The county shall approve or deny such applications. The county shall have a period of 90 days in which to determine the child's eligibility for aid. If the investigation is not completed at the end of the 90 days, it shall continue until completed. If eligibility is established, aid shall begin as of the first day of the month in which the end of the 90-day period occurred.

Sec. 230-00 Provisions of the W. & I. Code Regarding Investigation and Decision

230-00

Old Age Security	Aid to Needy Blind Aid to Partially Self- Supporting Blind Residents	Aid to Needy Children
<p>The county shall upon receipt of an application for aid promptly without any unnecessary delay and with all diligence make the necessary investigation. (W. & I. C. 2181.)</p> <p>The county shall have a period of 60 days after the date of application within which to determine whether or not the applicant is eligible for assistance, and the aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. If the investigation is not completed at the end of the 60-day period, the investigation shall continue until completed; and if eligibility is established, aid shall begin as of the first day of the month in which eligibility is established or as of the first day of the month following the end of the 60-day period, whichever is earlier. (W. & I. C. 2183.)</p> <p>When a former recipient of OAS, whose aid has been discontinued because he accepted employment from which he derived income in excess of the amount allowed under the OAS law, applies for aid, and notifies the county that he no longer has such employment or income, the county shall have a period of 30 days after date of reapplication in which to determine applicant's eligibility. Aid shall be granted from the first day of the month in which determination is made that applicant is eligible but aid shall not commence prior to date of reapplication. When investigation is not completed at the end of the 30-day period, it shall continue until completed. If eligibility is established, aid shall begin as of the first day of the month in which the 30-day period ended. (W. & I. C. 2183.9.)</p> <p>No question, inquiry, or recommendation under the OAS law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the OAS law shall be in any way affected or influenced by such opinions or affiliations. (W. & I. C. 2010.)</p> <p>The public assistance worker administering aid shall conduct himself with courtesy, consideration and respect toward applicants and recipients. The worker shall endeavor at all times to perform his duties in such a manner as to secure for every aged person, the maximum amount of aid to which that person is entitled, without attempting to elicit any unnecessary information and without comment or criticism of any fact concerning an applicant or recipient which is not directly related to OAS. (W. & I. C. 2142.5.)</p>	<p>The county shall immediately investigate all applications for aid. Such investigations shall be completed within 90 days after receipt of the application. If the investigation is not completed within 90 days it shall continue and if eligibility is established aid shall begin as of the first day of the month in which the end of the 90-day period occurred. (W. & I. C. 3082 and 3460.)</p> <p>The board of supervisors shall file with the SDSW a record of their action on each application. (W. & I. C. 3085 and 3460.)</p>	<p>The county shall promptly investigate all applications in the manner and on forms prescribed by the SDSW. The county shall approve or deny such applications. The county shall have a period of 90 days in which to determine the child's eligibility for aid. If the investigation is not completed at the end of the 90 days, it shall continue until completed. If eligibility is established, aid shall begin as of the first day of the month in which the end of the 90-day period occurred. (W. & I. C. 1550.)</p>

230-35 **Sec. 230-35 Authorization and Consent for Investigation** W&IC Secs. 114, 1560, 2140, 3075, 3460
OAS; ANB; APSB; ANC

The applicant (and in OAS, ANB, and APSB the spouse when applicant is married) shall sign an Authorization for Financial Investigation (Form Ag, Bl, CA 228) and other forms required in verifying income and real and personal property, whether the property be community or separate. (See Form Ag, Bl, CA 228 in Sec. 250-99, Forms Used in Investigation Procedure.)

In ANC, the information authorized for release to the county shall include that pertaining to parents and/or children for whom aid is requested. A parent who has made an ANC application is required to sign Form CA 228. Exception: When an application is made by someone other than the parent, and the parent, while in a Federal or State institution, refuses to sign Form CA 228, aid shall not be denied. The investigation shall continue using other available resources to ascertain the parents' financial situation.

Special forms may be devised by the county to cover specific types of inquiries.

When a bank account, insurance policy, etc., is carried in a name not used in the application and/or other supporting papers, both names shall be used in consent forms. A clear statement of reason for variation in name, and, if necessary, an affidavit establishing identity, shall be secured.

Full identifying data should be given in order that the organization of which inquiry is made may be able to locate records pertaining to the applicant without necessity for further correspondence.

Some agencies which require written authorization for release of information are: (1) Federal agencies, such as the U. S. Census Bureau, U. S. Post Office (concerning postal savings), Veterans' Facility, Adjutant-General's Office, RRB and the OASI Bureau; (2) insurance companies, and firms dealing with private financial matters, including stock brokers; (3) employers; (4) hospitals, physicians, clinics, and medical agencies. When a form is prescribed by an agency; e.g., OASI Bureau, all the data called for should be given. (See Special Services Chapter, 445-00.)

Sec. 230-20 Definition of Investigation and Decision W&IC Secs. 114, 1560, 2140, 3075, 3460 230-20
OAS; ANB; APSB; ANC

Investigation is the process of careful inquiry into the circumstances of the applicant and in ANC parent and/or children as related to the conditions of eligibility established by law and the rules and regulations of the SDSW. It includes the accumulation of the best factual information available to substantiate the applicant's claim, the weighing and evaluation of this information and is completed by the action of the county board of supervisors approving or denying the application.

Sec. 230-25 Scope and Method of Investigation W&IC Secs. 2160e, 2181, 3044, 3444 230-25
OAS; ANB; APSB; ANC

The type of investigation is the same for OAS, ANB, APSB, and ANC, but the scope of the inquiry varies with the eligibility requirements for the type of aid requested and the situation of the individual. The investigation of the application for OAS, ANB, and APSB of an inmate of a public institution shall be carried on in the same manner as other investigations. (See Sec. 160-00, Provisions of W. & I. C. Regarding Institution Inmates.)

The investigation shall be pursued with diligence until all reasonable sources of proof of eligibility have been investigated. When one point of ineligibility has been clearly established, the investigation of other eligibility factors may cease.

The applicant is the first source of information. An explanation should be made to him regarding the requirements of eligibility and method of investigation that will follow. Investigation should be undertaken with the full knowledge and consent of the applicant and with his participation to the extent of his ability. His rights under the law, including his right to a fair hearing, should be explained to him. The applicant shall not be required to establish his own eligibility or that of the child on whose behalf he is applying for aid. It is the responsibility of the applicant insofar as he is able to give information to assist the county in establishing eligibility; i.e., documents in his possession may substantiate his own statements and assist in proving his eligibility. (See Sec. 202-15, Services Rendered by County to Applicants.)

The applicant should be informed at the beginning of the investigation that it is his responsibility to notify the county immediately of any change of address, or change in financial condition, including a change in income or in real or personal property holdings.

No question, inquiry or recommendation under the OAS law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the OAS law shall be in any way affected or influenced by such opinions or affiliations.

The public assistance worker, administering the OAS law, shall conduct himself with courtesy, consideration and respect toward applicants and recipients. The worker shall endeavor at all times to perform his duties in such a manner as to secure for every aged person the maximum amount of aid to which that person is eligible. He shall not attempt to elicit any unnecessary information or make any comment or criticism of any fact concerning an applicant or recipient which is not directly connected with OAS.

Records of private and public social agencies, hospitals, clinics, schools, records of various county officers such as the recorder, assessor, etc., and the records of vital statistics department, etc., frequently contain information pertinent and necessary to the investigation. The applicant's written consent authorizing release of information from records other than those open to the public is required in most instances. The applicant should understand the reason for such investigation and his consent should be obtained. (See Sec. 230-35, Authorization and Consent for Investigation.) The circumstances in the individual case may make necessary communication with employers, physicians, landlords, churches, religious groups, lodges, clubs, societies, organizations, trade unions, fraternal and professional groups, public libraries, parent-teacher associations, Girl and Boy Scouts, morticians, creditors, insurance companies, etc.

230-45 Sec. 230-45 Evaluation of Evidence W&IC Secs. 114, 1560, 2140, 3075, 3460

OAS; ANB; APSB; ANC

Information secured in the process of investigation will have little worth unless it is evaluated, correlated, and interpreted in relation to eligibility. A systematic examination of the possible sources of information will result in a saving of time and energy by determining where the most reliable information can be secured in the shortest period of time. The best evidence available should be used.

The definition of legal evidence set forth in the Glossary may assist in evaluating information, but the presence of social evidence should not be overlooked in making the decision. Original, positive, direct, or primary evidence shall be used when available. The facts in each investigation will determine when information adequate to establish eligibility has been secured. When evidence obtained points to a given conclusion but is not sufficient to establish it, further evidence shall be secured.

Investigation should be directed toward the accumulation of factual information. The worker who keeps in mind that the information secured in the investigation is for the benefit of the applicant (or children on whose behalf the application has been made) as well as the county will be less likely to mistake opinions or rumors for facts.

When there is conflict between the applicant's sworn statement and competent evidence, decision shall rest upon the facts established by the evidence. (See Sec. 107-10, Conflicting Evidence of Age.) A conflict in information from two apparently equally reliable sources usually means that not all facts have been discovered and further inquiry is indicated until reasonable doubt is resolved. When conflicting evidence cannot be reconciled, the data substantiated by a preponderance of evidence should be used. In determining preponderance of evidence consideration should be given to the relative merit of the various pieces of evidence to determine that evidence which has greater validity. When information given by various references comes from the same source, such evidence can be considered as only one item of evidence.

Evaluation of the source of information is essential. In making such an evaluation, the following questions may be considered: What is the source of the reference's information? Is it based on first-hand observation or hearsay? What is the bias or self-interest of the person? Would his motives affect his reliability as a reference?

All information offered as evidence should be examined from the point of view of internal consistency; i.e., does the evidence agree within itself? Inconsistency may indicate that further clarification is necessary either through further discussion with reference or through use of other sources. Evidence should likewise be evaluated from the point of view of information previously secured and, at the time of final decision, in the light of all available data.

In selecting sources of information to establish eligibility or in attempting to resolve conflicting information, the following suggestions may be of assistance:

1. The weight assigned to any statement, whatever its source, must be appraised with respect to any possible motive the person making the statement may have had for varying the facts; e.g., applicants for life insurance or older persons seeking work may have motives for understating age. Young applicants for employment, marriage licenses, or other licenses may overstate age. Every statement, whether contained in a document or not, must be considered in relation to the purpose for which it was made or to possible motives of the informant.
2. The most reliable record is usually that which was made for the purpose of maintaining archives or registers. This is the basis of the importance of vital statistics, census enumeration, Bible entries, and even family correspondence. Such records may have been conditioned by motives or the data sought in them may have been reported casually on the basis of observation rather than fact, as in the case of census entries. Where, however, the record was made when the event occurred and the written statement was intended as a family genealogy or official register, such a record is usually valid.

Sec. 230-40 Social Service Exchange W&IC Secs. 114, 1560, 2140, 3075, 3460

230-40

OAS; ANB; APSB; ANC

Clearance through a confidential index or social service exchange enables the county to determine the social agencies to which the applicant may have been known or is known. Clearance, when possible, should be made after identifying data have been obtained from the applicant and before the first interview with him. (See Glossary, Social Service Exchange.)

Case records of social agencies may contain facts or substantial information pertinent to the applicant's eligibility for aid covering points such as age, residence, property, income, employment history, health, paternity, missing relatives, resources, etc. One agency's records may indicate other social agencies or organizations which have information concerning applicant.

532-00 **Sec. 532-00 Definition of ANC Case ***

ANC

For the Family Group program (See Sec. 542-00, Scope of ANC Report), a case consists of:

1. A family budget unit, or
2. A child or children living with relatives or a legal guardian on a "charge for care" basis.

Brothers and sisters living with different relatives or legal guardians should be reported as separate cases.

For the Boarding Homes and Institutions program (See Sec. 542-00), a case is the individual child for whom aid is granted.

533-00 **Sec. 533-00 Definition of GR Case ***

GR

For the GR program a case may be either a family group or an individual. When the relief payment is intended to meet the needs of more than one person it is considered a *family* case; when the relief is intended to meet the needs of one person only it is a *one-person* case.

538-00 **Sec. 538-00 Plan of Presentation of Instructions for Monthly Statistical Reports**

OAS; ANB; APSB; ANC

Instructions for the preparation of *Monthly Statistical Reports* (Forms Ag, Bl, and CA 237) are combined because of the similarity of the reports. Instructions for the preparation of Form GR 237 are outlined separately.

541-00 **Sec. 541-00 Scope of OAS, ANB, and APSB Reports**

OAS; ANB; APSB

The *Monthly Statistical Reports* (Form Ag, Bl 237) are designed for reporting application and case movement and expenditures for assistance under the provisions of the W. & I. C. for the particular category of aid, even though some of the aid payments do not involve Federal participation. The form consists of four parts:

1. Part A, application movement.
2. Part B, case movement.
3. Part C, obligations incurred for assistance payments.

OAS

4. Part D, payments claimed by county for hospital care of former OAS recipients.

542-00 **Sec. 542-00 Scope of ANC Report**

ANC

The Monthly Statistical Report (Form CA 237) is designed for reporting application and case movement and grants of aid under the ANC provisions of the W. & I. C. even though some of the aid payments do not involve Federal participation.

This report covers two separate programs. Column I applies to the Boarding Homes and Institutions program. Columns II and III apply to the Family Group program.

For statistical reporting purposes "children in boarding homes and institutions" refers to children receiving the type of assistance for which reimbursement is claimed on ANC BHI Claims (See Sec. 626-10, Types of Aid Claims); i.e., children living in boarding homes and institutions for whom payments are based on fixed monthly rates in lieu of family budgets, but excluding children in boarding homes maintained by relatives or legally appointed guardians.

* This definition applies to instructions for completion of monthly statistical reports only and does not necessarily refer to any other instructions or forms.

Sec. 500-00 Purpose and Use of Statistics Collected Through Monthly Reporting Forms

500-00

OAS; ANB; ANC; GR

The monthly statistical reports are designed to make available soon after the end of a month certain basic statistics for that month. The information to be included in the reports consists of a statement of the amount of aid, the number of recipients, the receipt and disposition of applications, and the opening and closing of cases. These statistics are reported to the FSSB by the 15th of each month, as required by that agency. Data upon the number of recipients and the amount of aid are released by the SDSW approximately the 20th of each month, thus making quickly available to interested persons simple statistics relating to the public assistance programs.

The importance of these data is demonstrated by the frequency of questions such as "What is the case load?", "What has been the average monthly increase in costs for the past year?", "Is the case load leveling off?", "Are costs increasing more rapidly in the rural areas than in the urban areas?", etc. The function of published statistics is to provide answers to these and similar questions.

To be useful these answers must be based upon current information which is uniform for all reporting offices. Early submission of reports and their early publication assure current information. The maintenance of uniformity depends, first, upon standard definitions and, second, upon the adherence of reporting county offices to these definitions. Reporting offices should, therefore, read the following instructions carefully and follow them closely.

Sec. 510-00 Programs Reported—Counties Required to Report

510-00

OAS; ANB; APSB; ANC; GR

Monthly Statistical Reports, Form Ag, Bl, CA, and GR 237, shall be submitted by all counties.

Sec. 515-00 Submission of Monthly Statistical Reports

515-00

OAS; ANB; APSB; ANC; GR

The original of each Monthly Statistical Report (Form Ag, Bl, CA, and GR 237) should be mailed to the SDSW *in time to be received not later than the eighth day of the month* following the month which it covers. A copy should be retained by the county. (See Sec. 569-99, Forms Used in Statistical Procedures.)

Prompt receipt of reports from each county is necessary to insure that the State-wide report required by the Federal Government is submitted on schedule and that current statistics are available to State and county officials.

Sec. 530-00 Definition of Application *

530-00

OAS; ANB; APSB; ANC

The term "application" as used in the monthly statistical reports includes:

1. Applications for Aid (Form Ag, Bl, CA 200) signed by an individual who desires assistance, acknowledged and filed with the county.
2. Notices of Change (Form Ag, Bl, CA 232) used (a) to restore aid, or (b) to transfer children receiving ANC from the Family Group sub-program to the Boarding Homes and Institutions sub-program or vice versa, or (c) to transfer persons receiving ANB to APSB, or vice versa.

Sec. 531-00 Definition of OAS, ANB, and APSB Case *

531-00

OAS; ANB; APSB

For the OAS, ANB, or APSB programs, a case is an individual. If a husband and wife *each* receive a grant of assistance *each* is considered a case.

* This definition applies to instructions for completion of monthly statistical reports only and does not necessarily refer to any other instructions or forms.

561-20 **Sec. 561-20 Item 2. Total Applications Received During Month**

OAS; ANB; APSB; ANC

Report all applications received during the month. This includes:

1. Applications from persons who never filed previously for the type of aid reported;
2. Applications from persons who filed before but either withdrew their request for the type of aid reported or had their applications denied or disposed of for other reasons;
3. Applications from persons whose cases are transferred from other counties (such applications should be counted as received in the month in which aid is to begin);
4. Restoration forms prepared in lieu of applications for persons who are seeking restoration of assistance terminated less than twelve months prior to date of application for restoration;
5. Reapplications from persons who are seeking restoration of assistance terminated more than twelve months prior to date of application for restoration;
6. Reapplications for assistance arising from any other circumstances.

ANB; APSB

The breakdown of total applications by type is given under Items 2a, 2b and 2c.

Item 2a. ANB Cases Applying for APSB—Enter the number of applications for APSB received during the month from persons already receiving ANB. (These applications are recorded on Notice of Change, Form BI 232.)

Item 2b. APSB Cases Applying for ANB—Enter the number of applications for ANB received during the month from persons already receiving APSB. (These applications are recorded on Notice of Change, Form BI 232.)

Item 2c. All Other Applications—Enter all applications which do not involve a transfer from one blind aid program to another. This item includes applications received under one program from persons who previously had made applications under the other blind aid program but whose previous applications had been disposed of without approval, or for whom aid had been discontinued previously.

ANC

Include in Columns I and III only the children for whom an application is made even though other children in the family may be eligible.

Under the Family Group program an application may be made for an additional child in a family which already has an application pending or is already receiving this type of assistance. Such a child should be reported in Column III under Item 2 and its sub-items. However, the family should not be reported in Item 2 or its sub-items of Column II since it is already included in Item 1 or Item 6.

The breakdown of total applications by type is given under Items 2a, 2b and 2c.

Item 2a. Children in Family Groups Placed in Boarding Homes and Institutions—Enter the number of applications for aid under the Boarding Homes and Institutions program received during the month for children already receiving aid under the Family Group program. (These applications are recorded on Notice of Change, Form CA 232.)

Item 2b. Children in Boarding Homes and Institutions Placed in Family Groups—Enter the number of applications for aid under the Family Group program received during the month for children already receiving aid under the Boarding Homes and Institutions program. (These applications are recorded on Notice of Change, Form CA 232.)

Item 2c. All Other Applications—Enter all applications which do not involve a transfer from one ANC program to another. This item includes applications received under one program for children for whom application previously had been made under the other program, but whose previous applications had been disposed of without approval, or for whom aid had been discontinued previously.

"Children in family groups" includes for statistical reporting purposes children receiving the type of assistance for which reimbursement is claimed on Voucher claims (see Sec. 626-10); i.e., children living with relatives of any degree or with legal guardians whether on a budget or "charge for care" basis.

Reporting under each program includes:

1. Part A, application movement.
2. Part B, case movement.
3. Part C, obligations incurred for assistance payments, including all aid for the benefit of the family budget unit whether paid from a special county fund or from GR funds.

Sec. 561-00 Application Movement

561-00

OAS; ANB; APSB; ANC

Part A provides for reporting the opening inventory, receipt, disposition, and ending inventory of applications. Only "applications" as defined in Sec. 530-00, Definition of Application, shall be counted in Part A. The receipt and disposition of all applications shall be reported in this section even though the applicant subsequently withdraws his application or is proved, upon investigation, not to qualify for the type of assistance for which application was made.

ANC

In Column II count the families with whom the dependent children are to live. If brothers and sisters are to live with different families, each family should be counted separately, even though only one application may have been taken.

Include in Columns I and III only the children for whom ANC is requested even though other children in the family may be eligible.

Sec. 561-10 Opening Inventory of Applications

561-10

OAS; ANB; APSB; ANC

Item 1. Applications Actually Brought Forward from Last Month—Enter the number of applications previously received which had not been disposed of by the end of the preceding month, and which were pending on the first of the month reported. This Item must equal Item 1a corrected by any adjustments reported under Item 1b.

Item 1a. Applications Shown Under Item 5 of Last Month's Report—Enter the actual figures shown under Item 5 of the preceding month's report, regardless of their accuracy.

Item 1b. Inventory Adjustment, If Any—Enter whatever plus or minus adjustments are necessary to make the figures reported under Item 1a equal the actual number pending at the beginning of the month as shown under Item 1. Include adjustments resulting from combining or splitting cases in the application stage.

Example a: When a mother makes application for ANC for three children, and it is necessary to place one child with a relative before the application has been acted upon, an inventory adjustment shall be made by adding one family in Item 1b of Column II. The count of children in Column III remains unchanged, since aid is still being requested for all three children.

Example b: When application for ANC has been made for three brothers and sisters living with different relatives, each of whom has been counted as a family in Column II, and the children are brought together in one family before aid is granted, an inventory adjustment shall be made by subtracting two families from Item 1b of Column II. The count of children in Column III remains unchanged.

Explain the reason for any adjustments reported under this item on the reverse side of the form.

OAS; ANB; APSB; ANC

In ANC see instructions under Item 4 for rules regarding the reporting of families in Column II.

Item 4a. Applications Granted—Enter the number of applications approved by the board of supervisors during the month.

This item must be the same as Item 7.

Item 4b. Applications Denied—Enter the number of applications denied by the board of supervisors because the applicant did not qualify.

Item 4c. Applications Withdrawn—Enter the number of applications withdrawn by applicants prior to formal action by the board of supervisors.

Item 4d. Applications Disposed of for Other Reasons—Enter the number of applications disposed of for other reasons; i.e., lack of knowledge of applicant's whereabouts, death of applicant, etc. Do not include applications withdrawn or disposed of for other reasons after approval by the board of supervisors. Such applications should be shown as approved under Item 4a, added to the caseload under Item 7, and as cases closed under Item 9. (See Sec. 250-00, Disposal of Applications.)

561-50 **Sec. 561-50 Item 5. Applications Pending at End of Month**

OAS; ANB; APSB; ANC

Enter the number of applications awaiting consideration at the end of the month. This item is the difference between Item 3 and Item 4.

562-00 **Sec. 562-00 Case Movement**

OAS; ANB; APSB; ANC

Part B provides for reporting the opening inventory, receipt, disposition, and ending inventory of approved cases. Be sure that only *cases* as defined in Secs. 531-00 and 532-00, Definition of Case, are reported in this section.

562-10 **Sec. 562-10 Item 6. Cases Actually Brought Forward from Last Month**

OAS; ANB; APSB; ANC

Enter in the appropriate column the number of cases previously approved for assistance but not formally closed by action of the board of supervisors by the first day of the month. Include any adjustments of case inventory.

Item 6a. Cases Shown as Approved Caseload By Item 10 of Last Month's Report—Report the figures shown as Item 10 on the last month's report *regardless of their accuracy*.

Item 6b. Inventory Adjustment, If Any—When it is necessary to correct the figures given in Item 6a to agree with the actual opening inventories for the month reported enter plus or minus adjustments.

All adjustments of case inventories shall be explained *in detail* on the reverse of the forms.

In ANC include adjustments of case inventories because of differences resulting from combining or splitting cases without formal discontinuance or opening of cases.

Example a: If three children have been receiving ANC as a family group while living with their mother, and it is necessary to place one child with an aunt, an inventory adjustment should be made by adding one family in Item 6b of Column II. The count of children in Column III remains unchanged, since aid is still being received by all three children.

Example b: If, however, ANC has been granted for three brothers and sisters living with three different relatives, each of whom has been counted as a family in Column II, and the children are brought together into one family, an inventory adjustment should be made by subtracting two families from Item 6b of Column II. The count of children in Column III remains unchanged.

Sec. 561-30 Item 3. Total Applications During Month

561-30

OAS; ANB; APSB; ANC

Enter the sum of Items 1 and 2.

Sec. 561-40 Item 4. Total Applications Disposed of During Month

561-40

OAS; ANB; APSB; ANC

Enter the total number of applications which received final consideration during the month.

ANC

Under the Family Group program disposition may be made of the application of an additional child in a family group already receiving ANC. In such instances the family shall not be counted in Item 4 or its sub-items of Column II since it is already included in Item 6. The child, however, shall be reported in Column III under Item 4 and the proper sub-item.

Never count a family more than once in Column II under Item 4 and its sub-items. The following rules govern the reporting of families under Item 4 in Column II, if the family is *not* already receiving ANC.

- (a) If the application is granted for any of the children in the family during the month, the family shall be reported in Item 4a, Column II. This applies even though the application for another child or other children in the family is denied or otherwise disposed of without approval, or is still pending at the end of the month.
- (b) If the application is *not* approved for any of the children in the family, but the disposition of the application for all the children has been determined, the family shall be reported under the sub-item describing the disposition of the application for the *last* child for whom a determination is made.

Example: An application for the three children in the Doe family was disposed of as follows: The application for one child was withdrawn on April 10, while the application for the remaining two was denied on April 15. Entries on the report for April were as follows:

	Families	Children
4. Total Applications Disposed of During Month-----	1	3
a. Applications Granted -----	0	0
b. Applications Denied -----	1	2
c. Applications Withdrawn -----	0	1
d. Applications Disposed of for Other Reasons-----	0	0
5. Applications Pending at End of Month-----	0	0

- (c) If the application is not approved for any of the children in the family, the family shall not be reported under Item 4 until the disposition of the application for the last child has been determined.

Example: Mrs. Doe made application for aid for her three children. Aid was denied during April for two children but disposition of the application for the third child had not yet been determined by the end of the month. Entries on the report for April were as follows:

	Families	Children
4. Total Applications Disposed of During Month-----	0	2
a. Applications Granted -----	0	0
b. Applications Denied -----	0	2
c. Applications Withdrawn -----	0	0
d. Applications Disposed of for Other Reasons-----	0	0
5. Applications Pending at End of Month-----	1	1

562-40 Sec. 562-40 Item 9. Cases Discontinued During Month

OAS; ANB; APSB; ANC

Enter the number of cases discontinued *by action of the board of supervisors during the calendar month covered by the report*. Include in this figure discontinuances of aid resulting from transfer of cases to other counties or to other public assistance programs. (Under the ANC program do not count a family as discontinued in Column II if *any* of the children in the case continue to receive aid.)

ANB

Item 9a. Transferred to APSB from ANB—Enter all cases transferred from the ANB to the APSB program.

APSB

Item 9b. Transferred to ANB from APSB—Enter all cases transferred from the APSB program to the ANB program.

ANC

Item 9a. Transferred from Family Groups to Boarding Homes and Institutions—Enter in Column II the number of *families*, the children of which have been transferred from Family Groups to Boarding Homes and Institutions. Enter in Column III the number of *children* transferred from Family Groups to Boarding Homes and Institutions.

Item 9b. Transferred from Boarding Homes and Institutions to Family Groups—Enter in Column I the number of children transferred from Boarding Homes and Institutions to Family Groups.

ANB; APSB; ANC

Item 9c. Other—Enter all discontinuances which are not included in 9a or 9b.

562-50 Sec. 562-50 Item 10. Cases Continued to Next Month

OAS; ANB; APSB; ANC

Enter the difference between Item 9 and Item 8. This figure should be the same as the physical count of the approved case file as of the end of the month.

563-00 Sec. 563-00 Obligations Incurred for Assistance Payments

OAS; ANB; APSB; ANC

Section C provides for reporting obligations incurred for assistance payments and the sources of funds for these obligations.

Obligations incurred for assistance payments shall be reported *for* the month for which these payments are authorized.

Example: A check issued on January 28, but intended to cover the needs of the case for February shall be included in the report for February.

Do not include retroactive payments to cover the needs of a month prior to that reported nor cancellations applying to prior months.

Do not include checks which are cancelled during the month for which they are issued.

563-20 Sec. 563-20 Item 11. Total Obligations Incurred

OAS; ANB; APSB

Enter the amount of total obligations to be shared by the Federal, State, and county governments respectively. For the computation of these shares for each type of case see Sec. 627-10, Chart of Financial Participation in Grants of Aid. The types of cases are defined in Sec. 627-00, Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Governments.

Do not include any payments in cash exceeding \$50 per month or any payments in kind. Such payments are considered GR and are included on Form GR 237.

The breakdown of total obligations by source of funds is given in Items 11a, 11b, and 11c.

Figures computed for Item 11 may be compared with those reported on the claim, Item 1 of Column A, Aid Affidavit (Form Ag, BI 800, revised January, 1944), and should agree unless the claim has been corrected for cancellations or other revisions after submission of the statistical report.

Sec. 562-20 Addition of Cases

562-20

OAS; ANB; APSB; ANC

Item 7. Total Cases Added During This Month.

Report the total number of individuals whose applications have been approved by the board of supervisors *during the month* covered by the report. The total of the subdivisions of Item 7 *must agree with Item 4a*. Therefore, refer to the instructions under Item 4 for count of families to be reported under Item 7.

ANC

ANC cases (both families and children) should be reported under Items 7a, 7b, or 7c according to whether or not ANC has previously been received by the child/children under the particular subprogram (Family Group or Boarding Homes and Institutions). Transfers between subprograms should be reported in Items 7e and 7f.

OAS; ANB; ANC

Item 7a. New Cases—This Aid Never Previously Received in California—Enter the number of cases which heretofore have never received this type of assistance in California. Count as a new case one which previously was approved for this type of assistance by the county but which was never previously approved for reimbursement by the SDSW. (For reporting ANC see general instructions on ANC under Item 7.)

Item 7b. Cases Reinstated—This Aid Last Discontinued in Prior Fiscal Year—Enter the number of cases restored which last received this type of aid in California *prior to the beginning of the fiscal year*. (For reporting ANC see general instructions on ANC under Item 7.)

Item 7c. Cases Reinstated—This Aid Last Discontinued in This Fiscal Year—Enter the number of cases restored which last received this type of aid in California *within the fiscal year*. (For reporting ANC see general instructions on ANC under Item 7.)

Item 7d. Cases Transferred From Other Counties—Enter the number of cases formally approved by the board of supervisors during the current month for transfer from another county.

APSB

Item 7e. ANB Cases Placed Under APSB Program—Enter the number of cases transferred from ANB to APSB. Make the entry in the report for the month in which aid is first granted under the APSB program.

ANB

Item 7f. APSB Cases Placed Under ANB Program—Enter the number of cases transferred from APSB to ANB. Make the entry in the report for the month in which aid is first granted under the ANB program.

ANC

Item 7e. Children In Family Groups Placed in Boarding Homes and Institutions—Enter the number of children living in family groups and receiving ANC, who during the month were removed from such groups and placed (at a fixed monthly rate) in boarding homes or institutions not operated by relatives or legal guardians.

Item 7f. Children in Boarding Homes and Institutions Placed in Family Groups—Enter the number of children receiving ANC and living in boarding homes and institutions (not operated by relatives or legal guardians) who were removed to homes of relative or legal guardians.

Sec. 562-30 Cases Approved for Assistance

562-30

OAS; ANB; APSB; ANC

Item 8. Total Cases During Month—Enter the sum of Items 6 and 7. This entry must also equal the sum of Items 8a and 8b.

Item 8a. Number of Cases on Approved Rolls For Whom Warrants Were Issued—Enter the number of cases on approved rolls for whom warrants were drawn during the month, *excluding those which were canceled during the month*. This figure should agree with the number of cases shown on affidavit forms submitted by the county with its claim for reimbursement, unless the claim has been corrected for cancellations after submission of the statistical report.

Item 8b. Number of Cases on Approved Rolls For Whom Warrants Were Not Issued—Enter the number of cases on approved rolls for whom warrants were not issued during the month. Include those cases for which warrants were written but canceled.

Item 11b. Total Supplemental County Aid—Enter the total amount of obligations incurred for ANC which exceed the maximum payments in which the State participates.

Include in Column II obligations incurred for supplemental aid for the benefit not only of the child/children for whom ANC is granted but also for any other member of the family budget unit. Do not include aid paid for the benefit of any person who is not a member of the family budget unit; such aid is reported on Form GR 237.

Item 11b (1) Cash—Enter the amount of obligations incurred for supplemental aid paid by check or in cash directly to the person receiving the ANC payment for the eligible child/children, or for any other member of the ANC family budget unit.

Item 11b (2) Kind—Enter the amount of obligations incurred for supplemental aid given in the form of groceries, clothing, fuel, rent, services, etc., to the person receiving the ANC payment for the eligible child or children, or for any other member of the ANC family budget unit. These obligations shall include payments for the following items:

- (1) The value of orders on vendors for food, clothing, fuel, and other commodities.
- (2) The value of orders on landlords for shelter or on utility companies for gas, electricity and other utilities.
- (3) The *purchase* cost of commodities issued directly to cases.

When commodities are distributed through a commissary of the county welfare department, include the pro rata share of the cost of operating the commissary. This pro rata share shall be computed at the ratio that the purchase cost of commodities issued to ANC cases is to the purchase cost of all commodities issued from the commissary.

Example: In a county the total amount of commodities issued by the commissary for all types of aid was \$5,000, and the amount of commodities issued to ANC cases was \$1,000, the ANC share of these obligations is one-fifth of the total. The total administrative expenses of the commissary were \$500, therefore the amount of administrative expense to be entered on Form CA 237 is one-fifth of \$500, or \$100.

Do not include the total amount of obligations incurred for the purchase of plant and equipment for the commissary; the value of these items may be distributed over the life of such items and the appropriate pro rata share charged to each month.

These obligations shall not include payments for the following items:

- (1) Obligations incurred for medical care, hospitalization, and burial. (See Sec. 564-50, Reporting of Other General Relief from County Indigent Fund.)
- (2) Value of commodities produced on work projects and issued to cases.
- (3) Obligations incurred for non-relief labor, materials, equipment, and/or supplies for work relief programs.
- (4) Obligations incurred for items commonly referred to as administrative expense of the public assistance program.

OAS

Figures computed for Items 11a and 11b of Form Ag 237 may be compared with those reported on the claim, Items 6 and 14, respectively, of Column A (Form Ag 800, revised January, 1944).

ANB; APSB

The total report for the ANB program in Item 11a of Form Bl 237 may be compared with Item 6 of Column A (Form Bl 800, revised January, 1944). The sum of the figures reported for the ANB and APSB programs in Item 11b of Form Bl 237 may be compared with Item 13 of Column A (Form Bl 800, revised January, 1944).

OAS; ANB; APSB

Item 11c shall equal Item 11 less Items 11a and 11b.

Sec. 563-30 Item 11. Total Obligations Incurred

563-30

ANC

Section C of Form CA 237 provides for reporting obligations not only for the amount of ANC payments in which the State participates but also for any additional county aid given to ANC cases other than medical or dental care, hospitalization, or burials.

Do not include obligations for medical or dental care, hospitalization, or burials, except payments for such services included in direct money payments which are not separable from payments for other needs. Obligations for medical or dental care, hospitalization, and burials are reported in Section C of Form GR 237. (See Sec. 564-50, Reporting of Other General Relief from County Indigent Fund.)

Enter in Column I all obligations incurred for the benefit of children for whom aid is granted under the Boarding Homes and Institutions program.

Enter in Column II all obligations incurred for the benefit of Family Groups. Include payments for the specific benefit of the child/children for whom aid is granted and also payments for the benefit of any other member of the family budget unit. Do not include aid paid for the benefit of any person who is not a member of the family budget unit; such aid is reported on Form GR 237.

Enter in Column III the sum of Columns I and II.

Item 11. Total Obligations Incurred—Enter the sum of Items 11a and 11b.

Item 11a. Total Basis for State Participation—Enter the total amount of obligations incurred for cash payments under each program, excluding county supplemental aid. This amount shall include payments not exceeding \$22.50 a month for each child *ineligible* for Federal participation but eligible for State participation, not exceeding \$31.50 a month for one child *eligible* for Federal participation, and not exceeding \$28.50 a month for each additional child in the same family budget unit eligible for Federal participation.

Figures reported in Columns I and II of Item 11a may be compared with those reported on the claim, Item 1 of Column A, Aid Affidavit (Forms CA 800-BHI and CA 800, revised January, 1944), and should agree unless the claim has been revised for cancellations or other revisions made after submission of the statistical report.

The breakdown by source of funds of the payments in which the State participates is given in Items 11a (1), (2), and (3).

Items 11a (1), 11a (2), and 11a (3) Federal, State, and County Shares—Enter the Federal, State, and county shares of the total amount on which State participation is based. For the computation of these shares for each type of case see Sec. 627-10, Chart of Financial Participation in Grants of Aid. The types of cases are defined in Sec. 627-00, Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government.

Figures reported in Item 11a (2), State Share, of Column I may be compared with those reported on the claim, Item 2 of Column A (Form CA 800-BHI, revised January, 1944).

Figures reported in Items 11a (1), Federal Share, and 11a (2), State Share, of Column II may be compared with those reported on the claim, Items 6 and 14, respectively, of Column A (Form CA 800, revised January, 1944).

Item 11a (3) shall equal Item 11a less Items 11a (1) and 11a (2).

FORM CA 237

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

MONTHLY STATISTICAL REPORT ON AID TO NEEDY CHILDREN
TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA

COUNTY

X

COUNTY AGENCY

Welfare Department

REPORT FOR THE MONTH OF

February

1944

	COLUMN I BOARDING HOMES AND INSTITUTIONS PROGRAM	COLUMN II FAMILY GROUPS	COLUMN III CHILDREN
A. APPLICATION MOVEMENT:			
1. APPLICATIONS ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 1A PLUS OR MINUS ITEM 1B)	2	1	2
A. APPLICATIONS SHOWN AS PENDING BY ITEM 5 OF LAST MONTH'S REPORT. . .	3	1	2
B. INVENTORY ADJUSTMENT, IF ANY.	-1	0	0
2. TOTAL APPLICATIONS RECEIVED DURING MONTH (SUM OF ITEMS 2A THROUGH 2C)	4	2	3
A. CHILDREN IN FAMILY GROUPS PLACED IN BOARDING HOMES AND INSTITUTIONS	1	XXXXXX	XXXXXX
B. CHILDREN IN BOARDING HOMES AND INSTITUTIONS PLACED IN FAMILY GROUPS	XXXXXX	0	0
C. ALL OTHER APPLICATIONS.	3	2	3
3. TOTAL APPLICATIONS DURING MONTH (SUM OF ITEMS 1 AND 2).	6	3	5
4. TOTAL APPLICATIONS DISPOSED OF DURING MONTH (SUM OF ITEMS 4A THROUGH 4D)	5	1	3
A. APPLICATIONS GRANTED (SAME AS ITEM 7)	3	1	2
B. APPLICATIONS DENIED	1	0	1
C. APPLICATIONS WITHDRAWN.	1	0	0
D. APPLICATIONS DISPOSED OF FOR OTHER REASONS.	0	0	0
5. APPLICATIONS PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4).	1	2	2
B. CASE MOVEMENT:			
6. CASES ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 6A PLUS OR MINUS ITEM 6B).	50	78	183
A. CASES SHOWN AS APPROVED CASE LOAD BY ITEM 10 OF LAST MONTH'S REPORT.	50	79	183
B. INVENTORY ADJUSTMENT, IF ANY.	0	-1	0
7. TOTAL CASES ADDED DURING THIS MONTH (SUM OF ITEMS 7A THROUGH 7F; SAME AS ITEM 4A ABOVE).	3	1	2
A. NEW CASES - THIS AID NEVER PREVIOUSLY RECEIVED IN CALIFORNIA. . . .	2	0	1
B. CASES REINSTATED - THIS AID LAST DISCONTINUED IN PRIOR FISCAL YEAR.	0	0	0
C. CASES REINSTATED - THIS AID LAST DISCONTINUED IN THIS FISCAL YEAR.	0	0	0
D. CASES TRANSFERRED FROM OTHER COUNTIES	0	1	1
E. CHILDREN IN FAMILY GROUPS PLACED IN BOARDING HOMES AND INSTITUTIONS	1	XXXXXX	XXXXXX
F. CHILDREN IN BOARDING HOMES AND INSTITUTIONS PLACED IN FAMILY GROUPS	XXXXXX	0	0
8. TOTAL CASES DURING MONTH (SUM OF ITEMS 6 AND 7; ALSO SUM OF ITEMS 8A AND 8B).	53	79	185
A. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE ISSUED . .	52	78	183
B. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE NOT ISSUED.	1	1	2
9. CASES DISCONTINUED DURING MONTH	1	4	10
A. TRANSFERRED FROM FAMILY GROUPS TO BOARDING HOMES AND INSTITUTIONS .	XXXXXX	0	1
B. TRANSFERRED FROM BOARDING HOMES AND INSTITUTIONS TO FAMILY GROUPS .	0	XXXXXX	XXXXXX
C. OTHER	1	4	9
10. CASES CONTINUED TO NEXT MONTH (ITEM 8 MINUS ITEM 9)	52	75	175
C. OBLIGATIONS INCURRED FOR ASSISTANCE PAYMENTS:			
II. TOTAL OBLIGATIONS INCURRED (SUM OF ITEMS 11A AND 11B)	\$1,443.00	\$4870.25	\$6313.25
A. TOTAL BASIS FOR STATE PARTICIPATION:	1,141.92	4,087.25	5,229.17
1. FEDERAL SHARE	XXXXXX	1,443.75	1,443.75
2. STATE SHARE	768.82	1,973.25	2,742.07
3. COUNTY SHARE.	373.10	670.25	1,043.35
B. TOTAL SUPPLEMENTAL COUNTY AID:	301.08	783.00	1,084.08
1. CASH.	168.32	540.00	708.32
2. KIND.	132.76	243.00	375.76

(SIGNATURE OF REPORTING OFFICER)

James Brown

(TITLE)

Director

(DATE)

March 6, 1944

FORM CA 237 (Revised)—January, 1944

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

MONTHLY STATISTICAL REPORT ON OLD AGE SECURITY
TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIACOUNTY X REPORT FOR THE MONTH OF February, 1944

A. APPLICATION MOVEMENT:

1. APPLICATIONS ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 1A PLUS OR MINUS ITEM 1B)		65
A. APPLICATIONS SHOWN AS PENDING BY ITEM 5 OF LAST MONTH'S REPORT	63	
B. INVENTORY ADJUSTMENT, IF ANY (EXPLAIN ON REVERSE SIDE)	+ 2	
2. APPLICATIONS RECEIVED DURING MONTH		40
3. TOTAL APPLICATIONS DURING MONTH (SUM OF ITEMS 1 AND 2)		105
4. TOTAL APPLICATIONS DISPOSED OF DURING MONTH (SUM OF ITEMS 4A - 4D, INCLUSIVE)		44
A. APPLICATIONS GRANTED (SAME AS ITEM 7)	34	
B. APPLICATIONS DENIED	9	
C. APPLICATIONS WITHDRAWN	1	
D. APPLICATIONS DISPOSED OF FOR OTHER REASONS	0	
5. APPLICATIONS PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4)		61

B. CASE MOVEMENT:

6. CASES ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 6A PLUS OR MINUS ITEM 6B)		1924
A. CASES SHOWN AS APPROVED CASE LOAD BY ITEM 10 OF LAST MONTH'S REPORT	1923	
B. INVENTORY ADJUSTMENT, IF ANY (EXPLAIN ON REVERSE SIDE)	1	
7. TOTAL CASES ADDED DURING THIS MONTH (SUM OF ITEMS 7A THROUGH 7D; ALSO SAME AS ITEM 4A ABOVE)		34
A. NEW CASES - THIS AID NEVER PREVIOUSLY RECEIVED IN CALIFORNIA	22	
B. CASES REINSTATED - THIS AID LAST DISCONTINUED IN PRIOR FISCAL YEAR	6	
C. CASES REINSTATED - THIS AID LAST DISCONTINUED IN THIS FISCAL YEAR	5	
D. CASES TRANSFERRED FROM OTHER COUNTIES	1	
8. TOTAL CASES ON APPROVED ROLLS DURING MONTH (SUM OF ITEMS 6 AND 7; ALSO SUM OF ITEMS 8A AND 8B)		1958
A. NUMBER FOR WHOM WARRANTS WERE ISSUED	1940	
B. NUMBER FOR WHOM WARRANTS WERE NOT ISSUED	18	
9. CASES DISCONTINUED DURING MONTH		22
10. CASES CONTINUED TO NEXT MONTH (ITEM 8 MINUS ITEM 9)		1936

C. OBLIGATIONS INCURRED FOR ASSISTANCE PAYMENTS:

11. TOTAL OBLIGATIONS INCURRED (SUM OF ITEMS 11A, 11B, AND 11C)		\$ 91,645.60
A. FEDERAL SHARE	\$ 38,059.61	
B. STATE SHARE	44,660.26	
C. COUNTY SHARE	8,925.73	

D. PAYMENTS CLAIMED BY COUNTY FOR HOSPITAL CARE OF FORMER OAS RECIPIENTS:
(W. & I. C. Sec. 2150.7)

12. NUMBER OF CASES		3
13. TOTAL AMOUNT OF STATE PAYMENTS		\$ 57.00

(SIGNATURE OF REPORTING OFFICER) John Doe (TITLE) Statistician
(DATE) March 6, 1944

FORM AG 237 (Revised)—January, 1944

FORM AG 237

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

MONTHLY STATISTICAL REPORT ON AID TO NEEDY BLIND
AND AID TO PARTIALLY SELF-SUPPORTING BLIND
TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIACOUNTY X COUNTY AGENCY Welfare Department
REPORT FOR THE MONTH OF February, 1944

A. APPLICATION MOVEMENT:

	AID TO NEEDY BLIND PROGRAM	AID TO PARTIALLY SELF-SUPPORTING BLIND PROGRAM
1. APPLICATIONS ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 1A PLUS OR MINUS ITEM 1B)	3	1
A. APPLICATIONS SHOWN AS PENDING BY ITEM 5 OF LAST MONTH'S REPORT	3	1
B. INVENTORY ADJUSTMENT, IF ANY	0	0
2. TOTAL APPLICATIONS RECEIVED DURING MONTH (SUM OF ITEMS 2A THROUGH 2C)	2	1
A. ANB CASES APPLYING FOR APSB	XXXXXX	1
B. APSB CASES APPLYING FOR ANB	1	XXXXXX
C. ALL OTHER APPLICATIONS	1	0
3. TOTAL APPLICATIONS DURING MONTH (SUM OF ITEMS 1 AND 2)	5	2
4. TOTAL APPLICATIONS DISPOSED OF DURING MONTH (SUM OF ITEMS 4A THROUGH 4D)	4	2
A. APPLICATIONS GRANTED (SAME AS ITEM 7)	4	2
B. APPLICATIONS DENIED	0	0
C. APPLICATIONS WITHDRAWN	0	0
D. APPLICATIONS DISPOSED OF FOR OTHER REASONS	0	0
5. APPLICATIONS PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4)	1	0

B. CASE MOVEMENT:

6. CASES ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 6A PLUS OR MINUS ITEM 6B)	25	3
A. CASES SHOWN AS APPROVED CASE LOAD BY ITEM 10 OF LAST MONTH'S REPORT	25	3
B. INVENTORY ADJUSTMENT, IF ANY	0	0
7. TOTAL CASES ADDED DURING THIS MONTH (SUM OF ITEMS 7A THROUGH 7F; SAME AS ITEM 4A ABOVE)	4	2
A. NEW CASES - THIS AID NEVER PREVIOUSLY RECEIVED IN CALIFORNIA	3	1
B. CASES REINSTATED - THIS AID LAST DISCONTINUED IN PRIOR FISCAL YEAR	0	0
C. CASES REINSTATED - THIS AID LAST DISCONTINUED IN THIS FISCAL YEAR	0	0
D. CASES TRANSFERRED FROM OTHER COUNTIES	0	0
E. ANB CASES PLACED UNDER APSB PROGRAM	XXXXXX	1
F. APSB CASES PLACED UNDER ANB PROGRAM	1	XXXXXX
8. TOTAL CASES DURING MONTH (SUM OF ITEMS 6 AND 7; ALSO SUM OF ITEMS 8A AND 8B)	29	5
A. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE ISSUED	28	5
B. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE NOT ISSUED	1	0
9. CASES DISCONTINUED DURING MONTH (SUM OF ITEMS 9A THROUGH 9C)	3	1
A. TRANSFERRED TO APSB FROM ANB	1	XXXXXX
B. TRANSFERRED TO ANB FROM APSB	XXXXXX	1
C. DISCONTINUED FOR OTHER REASONS	2	0
10. CASES CONTINUED TO NEXT MONTH (ITEM 8 MINUS ITEM 9)	26	4

C. OBLIGATIONS INCURRED FOR ASSISTANCE PAYMENTS:

11. TOTAL OBLIGATIONS INCURRED (SUM OF ITEMS 11A THROUGH 11C)	\$1288.00	\$ 250.00
A. FEDERAL SHARE	560.00	XXXXXX
B. STATE SHARE	364.00	125.00
C. COUNTY SHARE	364.00	125.00

(SIGNATURE OF REPORTING OFFICER) Mary Smith
(TITLE) Clerk
(DATE) March 6, 1944

FORM BL 237 (Revised)—January, 1944

FORM BL 237

Sec. 569-99 Forms Used in Statistical Procedures
OAS; ANB; APSB; ANC

569-99

Public Assistance Program

STATISTICAL PROCEDURES

569-99

Entire Chapter:

W&IC Secs. 103, 103.5, 103.6, 115, 116, 1556, 1560, 2140,
2189, 3075, 3081, 3087.3, 3161, 3470, 3482

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
February 9, 1944

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

HEBER JAMES BROWN
1419 BROADWAY
OAKLAND

JOHN C. CUNEO
922 J STREET
MODESTO

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encls.
52:797

1944 FEB 10 PM 3 28

FILED
in the office of the Secretary of State
of the State of California
FEB 11 1944
FRANK M. JORDAN, Secretary of State
By *John G. Sayre* Deputy

FOR VICTORY



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BLDG.
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BLDG.
995 MARKET STREET

EARL WARREN
GOVERNOR
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 26, 1944

SOCIAL WELFARE BOARD

GERALD C. KEPPLER
135 NORTH BRIGHT AVE.
WHITTIER

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

JOHN C. CUNEO
922 J STREET
MODESTO

JOHN T. MARTIN
1170 SEVENTH AVE.
SAN DIEGO

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

1297

MANUAL LETTER NO. 47

The material you receive herewith is to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separator for the revised chapter.

Financial Procedures
Table of Contents (Reissued)
Revisions 31 thru 58

These revisions were approved by the Social Welfare Board on November 18, 1943. They are due in part to the 1943 amendments to the Welfare and Institutions Code.

Your attention is directed particularly to the following:

The Table of Contents lists a Foreword which will be issued at a later date.

Secs. 626-40, 626-50 and 655-30 contain the procedure for simplifying the filing of supplemental claims and includes that set forth in Department Bulletin #230.

Sec. 628-06 is a new section on claims for warrants issued in lieu of cancelled warrants.

Secs. 629-99 and 655-99 show forms illustrating the new method of combining current and supplemental pay rolls, recapitulation sheets, affidavits, and other supporting schedules into one claim. Form Ag 800-H, issued with Department Bulletin #230 and Form Ag 801-H, issued with Department Bulletin #211, are temporarily omitted from Sec. 629-99 but remain currently in effect.

Secs. 627-60, 627-70 and 655-60 have been deleted as no longer applicable.

This material renders obsolete all of Department Bulletins #226 and #228.

Certain portions of other Department Bulletins are rendered obsolete as follows:

Department Bulletin #211: Page 11 becomes obsolete in its entirety due to the current revisions of Secs. 627-10 and 627-30.

Page 12, paragraphs 1, 2, 3, and 5 are obsolete due to the revision of Sec. 601-99 (previously released with Manual Letter #45 on December 6, 1943) and the current revision of Secs. 627-20 and 629-99.

Page 27, Sec. IV, Reimbursement, and Sec. V, Supplemental Claims, are obsolete due to the current revision of Sec. 626-50 and 627-30.

Department Bulletin #230: Pages 1 and 2, except the last line on page 2, become obsolete. Page 3 and Form Ag 800-H remain currently in effect.

Portions of existing bulletins which have been rendered obsolete by the issuance of this material should be so marked on those bulletins.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE OVER
THE SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

REVISION RECORD

Revisions issued in changing this chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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5. Report of Cancelled Warrants (Form Ag, CA 804, and Bl 804, formerly Bl 20 DFA) which shows warrants cancelled during the month on which participation was allowed in previous months;
6. Report of Collections (Form Ag 805, and Bl, CA 805, formerly Bl 21 DFA and CA 34 DFA) which shows collections made during the month.

OAS County Hospital Aid Claims consist of the following forms:

1. Aid Affidavit (Form Ag 800-H) which certifies to the total amount of State aid claimed, as approved by the board of supervisors;
2. Claim for State Aid for Care of Needy Aged Persons in County Hospitals (Form Ag 801-H);
3. Report of Adjustments (Form Ag 803) which shows adjustments made during the month.

ANC BHI Aid Claims consist of the following forms:

1. Aid Affidavit (Form CA 800 BHI) which certifies to the total amount of State aid claimed, as approved by the board of supervisors;
2. Aid Pay Roll (Form CA 801 BHI) which shows all recipients of ANC maintained in BHI (excluding children in a boarding home maintained by a relative or legally appointed guardian) as approved by the board of supervisors;
3. Report of Adjustments (Form CA 803) which shows adjustments made during the month;
4. Report of Cancelled Warrants (Form CA 804) which shows warrants cancelled during the month on which participation was allowed in previous months;
5. Report of Collections (Form CA 805, formerly CA 34 DFA) which shows collections made during the month.

626-30 Sec. 626-30 County Designed Aid Claim Forms W&IC Secs. 1556, 2189, 2087.3, 3482
OAS; ANB; APSB; ANC

The information required on SDSW prescribed forms is the minimum information permissible. Any special county forms shall contain all items required on prescribed SDSW forms. When SDSW forms are not adaptable to special mechanical equipment of a county, forms designed by the county may be used upon approval by the SDSW.

626-40 Sec. 626-40 Submission of Aid Claims W&IC Secs. 1556, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482
OAS; ANB; APSB; ANC

Aid claims shall be submitted to the SDSW immediately after the end of the month during which aid payments are made. The ability of the SDSW to submit quarterly statements of expenditures as required by the Federal Government depends upon the prompt submission of aid claims by the counties. Every county should so organize its procedures that it can transmit monthly aid claims immediately after the end of the month and not later than the tenth of the subsequent month.

Cases listed on the pay rolls shall be in State case number order, with the following exception: Cases which have not yet been assigned State numbers shall be listed at the end of the pay roll in alphabetical order. Additional pay rolls for the current month shall be compiled as prescribed above, cross-referenced to and combined with the main pay roll and submitted as one claim.

All copies of the aid claimed shall be legible and identical. Care shall be taken that corrections made on one copy are made on the other copies; that no pages are missing or defaced; that the same items appear on the same page of each copy; that related items in the various columns on the forms are in alignment; and that all pages are numbered.

Sec. 626-00 Method of Claiming for Participation by Federal and State Governments

626-00

OAS; ANB; APSB; ANC **W&IC Secs. 1556, 1560, 2024, 2140, 2189, 3075, 3087.3, 3482**

Participation in aid paid by the counties under the OAS, ANB, APSB, and ANC laws is allowed by the State and Federal governments on the basis of monthly claims filed by each county. Claims for Federal and State participation are combined on one form. Separate claims are filed for each category of aid except ANB and APSB which are combined as one claim.

Sec. 626-10 Types of Aid Claims **W&IC Secs. 1556, 1560, 2024, 2140, 2160.7, 2189,**

626-10

OAS; ANB; APSB; ANC **3075, 3087.3, 3482**

There are two types of county aid claims:

1. Voucher

OAS

ANB-APSB (combined as one claim)

ANC

2. Cash

OAS-County hospital

ANC-BHI

Voucher aid claims include all aid payments made by counties except those for children maintained in BHI. (See Sec. 628-10, State Audit of Aid Claims, and Sec. 626-20, Forms Used in Aid Claims.) After audit and approval by SDSW, voucher aid claims are applied as credits against the quarterly advances covering the months for which such aid claims are made. (See Secs. 601-00 to 601-99, Estimates, Advances, Expenditures.)

Cash claims are certified to the State Controller for payment after audit and approval by the SDSW. No cash is advanced to counties to cover these claims.

County hospital claims cover State payments to counties, as provided in Sec. 2160.7 of the W. & I. C., for medical care extended to former OAS recipients confined in county hospitals. (See Secs. 165-15, Basis For State Payment—County Hospital Claim, and 627-25, County Hospital Claim.)

BHI aid claims include all payments for children who have been placed in boarding homes or institutions and payments for whom are based upon fixed monthly rates in lieu of family budgets, excluding payments for children who are in a boarding home maintained by a relative or legally appointed guardian. The latter are included in the voucher aid claims.

Sec. 626-20 Forms Used in Aid Claims **W&IC Secs. 1556, 1560, 2024, 2140, 2189, 3075, 3087.3, 3482**

626-20

OAS; ANB; APSB; ANC

OAS, ANB, APSB, and ANC Voucher Aid Claims consist of the following forms:

1. Aid Affidavit (Form Ag, Bl, CA 800) which certifies to the total amounts of Federal and State aid claimed, as approved by the board of supervisors;
2. Aid Pay Roll (Form Ag, Bl, CA 801) which shows all payments made to recipients of aid (excluding aid paid under Sec. 1556.5 of the W. & I. C. for children maintained in boarding homes or institutions) as approved by the board of supervisors;
3. Recapitulation Sheet (Form Ag, Bl, CA 802) which shows the column totals as derived from the pay rolls and the computations of State and Federal participation;
4. Report of Adjustments (Form Ag, Bl, CA 803) which shows adjustments made during the month;

626-50 Sec. 626-50 Supplemental Aid Claims W&IC Secs. 2183, 3082, 1550, 1556, 1560, 2140, 2189,
OAS; ANB; APSB; ANC 3075, 3087.3, 3460, 3482

Aid claims supplementing the original claims filed for a particular month are approved by the SDSW only:

1. When the SSWB has ordered payment of retroactive aid to an individual or reimbursement to a county through the appeal procedure (see Sec. 325-90, Disposition of Case After SSWB Decision);
2. When retroactive payments are occasioned by completion of investigation more than 60 days after date of application in OAS, and more than 90 days after date of application in ANB, APSB, and ANC (see Secs. 611-50, Beginning Date of Aid—New Applications, 611-70, Retroactive Initial Payments, and 627-30, Basis for Federal Participation);
3. In OAS, when retroactive aid is granted because the investigation of an application following discontinuance due to employment is not completed within 30 days (see Secs. 611-50; 611-55, Beginning Date of Aid—Restorations, 611-70, and 627-30);
4. When retroactive aid is paid by the county because need has increased (see Sec. 361-25, Retroactive Aid Payments by County);
5. When retroactive aid is paid because of erroneous payment of less than the authorized award (see Sec. 361-25).
6. When aid has been suspended and, upon completion of the investigation the recipient is found to be entitled to a lesser or a greater amount of aid, causing the original warrant to be canceled and a new warrant to be issued in the correct amount (see Sec. 361-30, Suspension Procedure);
7. When retroactive aid is paid to make aid continuous in transferred cases (see Sec. 122-67, Continuous Payment of Aid in Transferred Case);
8. In ANC when aid is continuous but due to a change of payee the warrant is issued in the month subsequent to that for which aid is granted.

A separate supplemental pay roll (Form Ag, Bl, CA 801 and CA 801-BHI) shall be prepared each month. It shall cover all of the retroactive payments made during that month for prior months, shall be attached to the regular current month's pay roll, and shall be submitted to the SDSW under one affidavit. The supplemental pay roll shall be marked "Supplement for prior months," shall show the month during which payments are made, and shall clearly indicate the amount paid for each month and the month for which each payment is made.

A separate Recapitulation Sheet (Form Ag, Bl, CA 802) shall be submitted covering the supplemental claim for prior months and shall be marked "Supplement for prior months." The totals shall be carried forward to the column for prior months on the Aid Affidavit (Form Ag, Bl, CA 800 and CA 800-BHI.)

Example: In January, aid is approved to begin on November 1, and in January warrants are issued for November, December and January. The January warrant is reported on the regular current pay roll but a separate supplemental January pay roll is prepared covering the aid paid for both November and December and is marked "Supplement for prior months." All other warrants issued in January for prior months are also included on the same supplemental January pay roll. The amount paid for each month for each case is clearly reported. The regular pay roll and recapitulation sheet covering payments made for the month of January and the January supplemental pay roll and recapitulation sheet for prior months are submitted as one claim. (Exception: There is no recapitulation sheet for BHI claims.) The totals for each pay roll are carried forward to their respective columns for current and prior months on the January Aid Affidavit (Form Ag, Bl, CA 800 and CA 800-BHI).

Aid claims shall include all county approved cases on which aid has been paid for the current month. Payments made during the current month for previous months shall also be included in the claim for the current month, but shall be listed on a separate supplemental pay roll. (See Sec. 626-50, Supplemental Aid Claims.)

County hospital aid claims in OAS should include all persons confined in county hospitals during the current month who meet the requirements of Sec. 2160.7 of the W. & I. C. (See Secs. 627-25, County Hospital Claim, 629-99, County Aid Claim Forms, and 165-00, Payment to County Under W. & I. C., Sec. 2160.7.)

Sec. 626-45 Claims on Suspended Aid Payments W&IC Sec. 1556, 1560, 2140, 2189, 3075, 626-45
OAS; ANB; APSB; ANC 3087.3, 3460, 3482

A claim shall always be made on the monthly pay roll for any suspended case, and the pay roll shall be allowed as claimed. When the warrant covering the claim is not paid and is later canceled, the cancellation shall be reported on a subsequent monthly claim. When not reported, the SDSW shall deduct the amount of the canceled warrant from a subsequent claim on the basis of the Notice of Change (Form Ag, Bl, CA 232) previously sent to the SDSW. (See Secs. 361-30, Suspension Procedure, 361-35, Changes in Amount of Grant During Suspension of Aid, and 626-50, Supplemental Aid Claims.)

Federal participation is available on suspended aid payments, provided other Federal eligibility requirements are met.

627-10 Sec. 627-10 Chart of Financial Participation in Grants of Aid W&IC 2021.01, 2187.01
(For information)

OAS; ANB; APSB; ANC

Category of aid	Types of participation	Maximum monthly grant	Ratio of Participation		
			**Federal share	State share	County share
OAS	Regular.....	\$50	One-half up to maximum Federal basis of \$40.	Five-sixths of balance after deducting Federal share.	One-sixth of balance after deducting Federal share.
	Non-County.....	50	One-half up to maximum Federal basis of \$40.	Entire balance after deducting Federal share.	None
	Non-Federal.....	50	None.....	Five-sixths.....	One-sixth
	Non-County-Non-Federal	50	None.....	Entire grant.....	None
	County Hospital Subvention.		None.....	State's share of OAS person would have received if not confined in county hospital.	None
ANB	Regular.....	50	One-half up to maximum Federal basis of \$40.	One-half of balance after deducting Federal share.	One-half of balance after deducting Federal share.
	Non-County.....	50	One-half up to maximum Federal basis of \$40.	Entire balance after deducting Federal share.	None
	Non-Federal.....	50	None.....	One-half.....	One-half
	Non-County-Non-Federal	50	None.....	Entire grant.....	None
APSB	Non-Federal.....	50	None.....	One-half.....	One-half
	Non-County-Non-Federal	50	None.....	Entire grant.....	None
ANC	Regular or regular-eligible.	* (a) \$31.50 for one child eligible to Federal (b) \$28.50 for each additional child in same family budget unit eligible to Federal.	One-half up to maximum Federal basis of: (a) \$18 per month for one eligible child, (b) \$12 per month for each additional eligible child in same family budget unit.	Two-thirds of balance after deducting Federal share.	One-third of balance after deducting Federal share.
	Non-County or Non-County-eligible.	* (a) \$31.50 for one child eligible to Federal (b) \$28.50 for each additional child in same family budget unit eligible to Federal.	One-half up to maximum Federal basis of: (a) \$18 per month for one eligible child, (b) \$12 per month for each additional eligible child in same family budget unit.	Entire balance after deducting Federal share.	None
	Non-Federal or regular-ineligible. Non-County-Non-Federal or Non-County-ineligible	*\$22.50 per child..... *\$22.50 per child.....	None..... None.....	Two-thirds..... Entire grant.....	One-third None

* The maximum payment in which the State participates (Basis for State participation) under the ANC law is \$22.50 per month for each child *ineligible* to Federal participation; \$31.50 per month for one child *eligible* to Federal participation and \$28.50 per month for each additional child in the same family budget unit *eligible* to Federal participation. The county may supplement additional amounts above the State maxima from county funds; however, the State does not participate in such additional amounts. The Federal share is not in addition to, but is included in the \$31.50 and \$28.50 State maxima. In no event may the State share exceed \$15.00 per month for a child having one year or more county residence, or \$22.50 per month for a child having less than one year county residence.

** The actual Federal maximum share in OAS and ANB is \$20 and in ANC \$9 for one child and \$6 for each additional child in the same family budget unit.

In OAS, due to the change in State participation from one-half to five-sixths effective July 1, 1943, when retroactive aid is claimed for months prior to July 1, 1943, another separate recapitulation sheet shall be filed covering all months up to that date. The totals on the recapitulation sheet for months prior to July 1, 1943, and the totals on the recapitulation sheet for months after July 1, 1943, shall be combined in the column for prior periods on the Aid Affidavit, Form Ag 800.

Example: Retroactive aid is granted by the SSWB from April 1, 1943, through September 30, 1943, to an OAS recipient and is paid by the county in January, 1944. Two recapitulation sheets are prepared, one covering the months of April through June, and one covering the months of July through September. The pay roll and both recapitulation sheets are attached to the regular January claim. The totals shown on both recapitulation sheets are combined and carried forward to the column for prior periods on the January Aid Affidavit, Form Ag 800.

Documents substantiating amounts claimed shall be on file with SDSW, as provided in Sec. 628-10, State Audit of Aid Claims.

Sec. 626-60 Identification on Aid Pay Rolls W&IC Secs. 1556, 1560, 2140, 2189, 3075, 626-60
OAS; ANB; APSB; ANC 3087.3, 3460, 3482

The following information shall be included on each aid pay roll (Form Ag, Bl, CA 801, CA 801-BHI): county filing claim; month and year for which claim is filed; warrant numbers and dates (except on county hospital claims); State case numbers; and apportionment of grants. (See Sec. 627-20, Apportionment of Grants.)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his Application (Form Ag, Bl 200, Bl 200A) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient are shown on the aid pay roll (Form Ag, Bl 801).

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family budget unit eligible and ineligible to Federal participation are also shown on the aid pay roll (Form CA 801).

(See Sec. 610-40, Identification on Warrants, Sec. 202-20, The Application Form and Sec. 629-99, County Aid Claim Forms.)

Sec. 627-00 Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government W&IC Secs. 1560, 2140, 3075, 3460 627-00
OAS; ANB; APSB; ANC

The status of a recipient on a voucher claim is denoted by the following standard terminology and claim shall be made accordingly:

1. Regular (also termed regular-eligible in ANC) is that in which the required period of county residence has been acquired and Federal eligibility requirements have been met. The Federal, State and county governments participate in payments for these cases.
2. Non-county (also termed non-county-eligible in ANC) is that in which the required period of county residence has not been acquired. The Federal and State governments participate in payments for these cases.
3. Non-Federal (also termed regular-ineligible in ANC) is that in which Federal eligibility requirements have not been met. The State and county governments participate in payments for these cases.
4. Non-county-non-Federal (also termed non-county-ineligible in ANC) is that in which the required period of county residence has not been acquired and Federal eligibility requirements have not been met. Only the State government participates in payments for these cases.

County hospital, in OAS, is that in which the State pays to the county the State share of OAS the recipient would have received had he not been confined in the county hospital.

ANC

Voucher Aid Pay Roll (Form CA 801) consists of cases both eligible and ineligible for Federal participation. The Warrant Amount, Basis for State Participation and Basis for Federal Participation are extended to the corresponding columns. Children who do not have one year county residence are designated by one asterisk (*) in the appropriate column. (See Case No. 13, Form CA 801.)*

The Basis for State Participation (the total amount paid, not to exceed \$22.50 per child ineligible to Federal participation; \$31.50 for one child and \$28.50 for each additional child in the same family eligible to Federal participation) is divided into two columns as follows:

1. One total amount for that portion of the grant allowed for all children in each family budget unit eligible to Federal participation, and
2. One total amount for that portion of the grant allowed for all children in each family budget unit ineligible to Federal participation.

In making this separation, the following rules are observed:

- A. When a family budget unit is composed of two or more children, and all of the children do not have a common status with respect to Federal participation, the grant is divided proportionately among the eligible and ineligible children, except as stated in B and C below:

Example: A family budget unit consists of three children, two of whom are eligible for Federal participation. The grant for this family is \$61.50. Two-thirds or \$41 is apportioned to the two eligible children, and one-third or \$20.50 is apportioned to the ineligible child. (See Case No. 1, Form CA 801.)*

- B. When, by using the method prescribed in A, the apportionment to the eligible children is less than the maximum amount in which the Federal Government participates (\$30 for two children, \$42 for three children, \$54 for four children, etc.), then the maximum amount upon which the Federal Government participates is apportioned to the eligible children and the remainder of the grant is apportioned to the ineligible children.

Example: A family budget unit consists of five children, three of whom are eligible for Federal participation and two of whom are not eligible for Federal participation. The total grant for this family is \$60. Of this total grant, \$42 (the basis for Federal participation for three eligible children) is apportioned to the eligible children, and the remainder, \$18, is apportioned to the two ineligible children. (See Case No. 2, Form CA 801.)*

- C. When, by using the method prescribed in A, the apportionment to the ineligible child exceeds \$22.50, then the excess is apportioned to the eligible children so that the maximum reimbursement of State funds may be claimed.

Example: A family budget unit consists of four children, three of whom are eligible for Federal participation and one of whom is not eligible for Federal participation. The total grant for the family is \$91.40. Of this total grant \$68.90 is apportioned to the eligible children and \$22.50 to the ineligible child. (See Case No. 3, Form CA 801.)*

- D. When a family budget unit is composed of only one child, or when all of the children in a family have the same status with respect to Federal participation, no apportionment is made. The total grant for the family budget unit is shown as eligible if all the children are eligible for Federal participation, or as ineligible if all of the children are ineligible for Federal participation. (See Case No. 4, Form CA 801.)*

(See Sec. 627-00, Definition of Types of Cases.)

BHI Aid Pay Rolls (Form CA 801-BHI) do not include children eligible for Federal participation. (See Sec. 626-00, Method of Claiming Participation by Federal and State Governments.) The Warrant Amount and the Basis for State Participation are extended to the corresponding columns.

The Basis for State Participation (the total amount paid, not to exceed \$22.50 per child) is divided into two columns as follows:

1. Amounts for children having one or more years' county residence. (See Case No. 1, Form CA 801-BHI.)
2. Amounts for children who do not have one year county residence. (See Case No. 2, Form CA 801-BHI.)*

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

Sec. 627-15 Claim for Non-County or Non-County-Non-Federal Cases
OAS; ANB; APSB; ANC

W&IC Secs. 1512, 2160d, 627-15.
3042, 3450

In cases which have been receiving aid on a non-county or non-county-non-federal basis, State participation shall be claimed on the same basis for the full month when county residence of one year is acquired during a month (six months for ANB and APSB recipients who became blind while residents of the State). If the required county residence is completed on the first day of a month the county shall assume its share of the aid for the full month and shall claim accordingly.

Example a: An aged person moved to the county with intent to reside on January 15. OAS is granted to begin on June 1 on a non-county basis. One year's county residence is acquired on January 15 of the next year. Reimbursement is claimed on a non-county basis for the full month of January, the county assuming its share of the aid beginning February 1.

Example b: A person who became blind while a resident of the State moves to the county with intent to reside on January 1. ANB is granted to begin on April 1 on a non-county basis. Six months' county residence is acquired on July 1 and the county assumes its share of the aid on July 1.

(See Secs. 627-00, Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government, 627-10, Chart of Financial Participation in Grants of Aid, 122-00, County Residence—General, 122-05, County Residence, 122-10, ANC Determination of County of Residence, 122-15, Non-County Residence, and 122-50, Removal from County of Residence.)

Sec. 627-20 Apportionment of Grants on Pay Rolls or Claims W&IC Secs. 1556, 1556.5, 1559, 627-20
OAS; ANB; APSB; ANC 1560, 2187.01

The Federal and State shares are computed on the total basis by use of the Recapitulation Sheet (Form Ag, Bl, CA 802) which is self-explanatory. (See Sec. 626-20, Forms Used in Aid Claims.) In county hospital and BHI claims, the Aid Affidavits (Forms Ag 800-H and CA 800-BHI) also serve as the recapitulation sheets.

OAS; ANB; APSB

Voucher Aid Pay Rolls. (Forms Ag, Bl 801) are composed of:

1. Regular cases for which no designation is necessary. The total grant and the amount in excess of \$40 shall be shown. (See Cases Nos. 1, 3, 5, 7, 8 and 11, Form Ag 801 and Nos. 1, 2, 4, 8 and 10, Form Bl 801.)*
2. Non-county cases—designated by one asterisk (*) or the term "non-county." The total grant and the amount in excess of \$40 shall be shown. The Federal and State shares may be extended to the corresponding columns. (See Cases Nos. 2 and 4, Form Ag 801, and Nos. 3 and 6, Form Bl 801.)*
3. Non-federal cases—designated by two asterisks (**) or the term "non-federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Cases Nos. 6 and 10, Form Ag 801 and Nos. 7 and 9, Form Bl 801.)*
4. Non-county-non-federal cases—designated by three asterisks (***) or the term "non-county-non-federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Cases No. 9, Form Ag 801, and No. 5, Form Bl 801.)*

Extension of the Federal and State shares for "non-county," "non-federal" and "non-county-non-federal" cases is not mandatory. They may be shown for easier segregation by the county of the different types of cases in compiling the Recapitulation Sheets (Forms Ag, Bl 802).

County Hospital Aid Claim (Form Ag 801-H) in OAS is composed of regular and non-county cases. Show in the corresponding columns the total amount of the grant to which each recipient would be eligible under OAS law if he were not confined in the county hospital, the basis for State share in regular cases and the State share for non-county cases. For method of computation see Sec. 627-25, County Hospital Claim. (See Form Ag 801-H in Sec. 629-99, County Aid Claim Forms.)

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

Example B: Application for OAS is signed on September 25. The 60-day investigation period expires on November 24. Determination that applicant is eligible is not made by the board of supervisors until February 5, when they grant aid to begin December 1, the first of the month following the expiration of the 60-day period. There is no Federal participation in the OAS payments made in February for December and January.

Example C: Application for ANB or ANC is signed on August 5. The 90-day investigation period expires November 3. Determination that applicant or child is eligible is not made by the board of supervisors until January 10, when aid is approved to begin November 1, the first of the month during which the 90-day period expires. There is no Federal participation in the ANB or ANC payments made in January for November and December.

Federal participation is available for retroactive aid paid in cases of (1) retroactive increase of award, (2) erroneous underpayments and (3) certain delayed payments, other than initial payments, as specified and if paid within the time limits allowed in Sec. 361-25, Retroactive Aid Payments by County.

In OAS and ANB, there is no Federal participation in payments made to a guardian who is an employee of the SDI or the county welfare department. (See Sec. 230-60, Guardianship).

Federal participation is available for a recipient (in ANC the child for whom aid is granted) receiving medical or surgical care in a public institution until the end of the month following that in which the recipient is admitted to the hospital. Exception: In OAS and ANC Federal participation in two monthly payments is available when determination has been made that the hospitalization is for a temporary period. (See Secs. 164-10, Eligibility for Temporary Medical Care, and 164-20, Eligibility for Medical Care.)

Example: An OAS recipient is admitted to county hospital August 10. Aid is paid for September and October because on the first of each month he has not been in the hospital for two calendar months. If a determination is made that hospitalization will be temporary there is Federal participation in both the September and October payments. If, however, hospitalization is not determined to be temporary Federal reimbursement is available only through the month of September.

For further discussion of Federal participation see Secs. 627-45, Partial Month Claims—Basis for Federal Participation, 627-80, Federal Participation on Children Between Ages of 16 and 18 years, 627-85, Federal Participation When an Additional Child Becomes Eligible for Aid During Month, 627-90, Two or More Family Budget Units in One Household, and 628-00, Payees Eligible Under Social Security Act.

Sec. 627-25 County Hospital Claim W&IC Secs. 2020.01, 2021.01, 2187.01, 2160.7

627-25

OAS

For information on this subject, see:

- Sec. 164-10, Eligibility for Temporary Medical Care
- Sec. 165-15, Basis for State Payment—County Hospital Claim
- Sec. 626-10, Types of Aid Claims
- Sec. 626-20, Forms Used in Aid Claims
- Sec. 626-30, County Designed Aid Claim Forms
- Sec. 626-40, Submission of Aid Claims
- Sec. 626-60, Identification on Aid Pay Rolls
- Sec. 627-00, Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government
- Sec. 627-10, Chart of Financial Participation in Grants of Aid
- Sec. 627-20, Apportionment of Grants on Pay Rolls or Claims
- Sec. 627-40, Partial Month Claims—Computation of Total Amounts
- Sec. 628-10, State Audit of Aid Claims
- Sec. 628-20, Aid Claim Correction
- Sec. 629-99, County Aid Claim Forms

Sec. 627-30 Basis for Federal Participation W&IC Secs. 1529, 1550, 2160e, 2183, 3082

627-30

OAS; ANB; ANC

In OAS and ANB the maximum basis for Federal participation is \$40. The actual Federal share is one-half the monthly grant up to a total grant of \$40 (the maximum being \$20) on all cases which meet Federal eligibility requirements.

ANC

In determining the maximum basis on which the Federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum Federal basis is \$18 for one child and \$12 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for Federal participation is \$18; if there are two eligible children in the family budget unit, the maximum basis for Federal participation is \$30; if there are three eligible children, the maximum basis is \$42; etc. The actual Federal share is one-half of the amount paid up to the maximum Federal basis.

Example: A family budget unit consists of four eligible children and the total grant to the family paid by one warrant is \$60. The basis for Federal participation in this case is \$54 (the maximum Federal basis for four children). (See Case No. 4, Form CA 801.)*

When one or more children of a family group have non-county status and the remaining children have regular status, the \$18 basis for Federal participation is allocated to a child having regular status. (See Case No. 5, Form CA 801.)*

OAS; ANB; ANC

There is no Federal participation in initial payments not made in the month for which such payments are approved, except in appeal cases approved by the SSWB. The first payments made on new applications and restorations are initial payments. (See Secs. 325-75, Retroactive Aid, and 611-60, Initial Payments.)

Federal participation is not available for any retroactive payments for any months between the expiration of the investigation period and the month in which assistance is authorized and paid. (See Secs. 611-70, Retroactive Initial Payments, and 626-50, Supplemental Aid Claims.)

Example A: Request for restoration of OAS after discontinuance due to employment is made on March 16. The 30-day investigation period expires April 15, but determination that applicant is eligible is not made by the board of supervisors until May 5, when aid is granted to begin April 1, the first of the month during which the 30-day period expires. There is no Federal participation in the OAS payment made in May for April.

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-50 Sec. 627-50 Computation of Payments When Child Transfers Between Boarding Home or Institution and Private Home W&IC Secs. 1553, 1556, 1556.5, 1559, 1560

ANC

When a child on whose behalf ANC is paid is moved from a boarding home to the home of a relative or legally appointed guardian (or vice versa) during a month, the information as shown on the Notice of Change (Form CA 232) as to the date of the change is the basis for allowance of claims; i.e., the date on which the change was effective determines the number of days during which the child is on aid in each home and the amount of payment to each payee.

Example a: A child is living in a boarding home and aid is paid to the boarding home at the rate of \$22.50 a month. On January 5, the child leaves the boarding home and is placed in the home of a relative. Aid is approved to begin in the relative's home on January 5 at the rate of \$20 a month and is reported accordingly on Form CA 232. Participation is allowed on 4 days' aid at the rate of \$22.50 per month ($4/31 \times \22.50), or \$2.90 on the BHI claim; and participation is allowed on 27 days' aid at the rate of \$20 a month ($27/31 \times \20), or \$17.42 on the voucher claim. (See Case No. 3, Form CA 801 BHI, and Case No. 7, Form CA 801.)*

When a child on whose behalf ANC is paid is moved from the home of a relative or legally appointed guardian to a boarding home or institution during a month, if payment for the full month has been made in advance to the relative or guardian, the full month's aid will be allowed on the voucher claim. No aid is claimed on the BHI claim for that month, the adjustment of funds being made between the payees. When, however, the change in homes is known in advance and the relative or legally appointed guardian is paid only for the number of days during which the child is to be in his home and a warrant is issued to a boarding home for the remainder of the month, aid may be claimed on both the voucher and BHI claims in the amounts paid to each payee during that month.

Example b: A child is living in the home of a relative and ANC in the amount of \$22.50 is paid to the relative on January 1. On January 25, the child is placed in a boarding home at the same rate of aid. The relative gives the boarding home \$5.08 for the care of the child for the period January 25 through January 31 ($7/31 \times \$22.50$). Aid is claimed only on the voucher claim in the amount of \$22.50 with the relative shown as payee. Form CA 232 shows the effective date as of February 1. (See Case No. 8, Form CA 801.)*

Example c: A child receiving \$22.50 who is living in the home of a relative is to be placed in a boarding home on January 16 at a grant of \$20. This change is known in advance and two warrants are issued—one to the relative for \$10.89 ($15/31 \times \22.50) and one to the boarding home for \$10.32 ($16/31 \times \20). Aid is claimed on both the voucher and boarding home claims. Form CA 232 reports the change in payee and the decrease in aid effective as of January 16. (See Case No. 9, Form CA 801, and Case No. 4, Form CA 801-BHI.)*

627-80 Sec. 627-80 Federal Participation on Children Between Ages of 16 and 18 Years W&IC Secs. 1553, 1560

ANC

The Federal Government participates in ANC for children between the ages of 16 and 18 years if such children are regularly attending school in accordance with rules and regulations of the SDSW, and provided the children are otherwise eligible for Federal participation. (See Secs. 105-15, Age, ANC Law, 235-15, Verification of Requirements for Federal Participation, 235-20, School Attendance as Requirement for Federal Participation, 235-25, Verification of School Attendance, and 628-00, Payees Eligible Under Social Security Act.) Federal participation is allowed for the full month in which the sixteenth birthday occurs, even though it has been verified that the child is not attending school.

627-85 Sec. 627-85 Federal Participation When an Additional Child Becomes Eligible for Aid During Month ANC W&IC Secs. 1553

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all Federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

Example a: Two children eligible for Federal participation are receiving aid at the rate of \$40 on January 1. Aid is approved to begin on January 14 for an additional child of the same family who is also eligible for Federal participation. Aid continues at the rate of \$40 for

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

Sec. 627-40 Partial Month Claims—Computation of Total Amounts W&IC Secs. 2020.01, 627-40
OAS; ANB; APSB; ANC 2187.01, 2021.01, 1510, 1511, 3025, 3084, 3420, 3472

In computation of a partial month claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim. Aid is claimed for both the date of beginning and date of discontinuance.

Example a: OAS in the amount of \$50 a month begins on April 4. Aid for 27 days is allowed ($27/30 \times \$50$), making a total payment of \$45.

Example b: OAS in the amount of \$45 a month begins on March 4. Aid for 28 days is allowed ($28/31 \times \$45$), making a total payment of \$40.65.

Example c: ANB begins on February 4 during a 28-day month at the rate of \$50 a month. Aid for 25 days is allowed ($25/28 \times \$50$), making a total payment of \$44.64.

Example d: ANC in the amount of \$22.50 a month is discontinued on February 24 during a 29-day month. Aid for 24 days is allowed ($24/29 \times \$22.50$), making a total payment of \$18.62.

For additional examples, see Secs. 627-50, Computation of Payments When Child Transfers Between BHI and Private Home, and 627-85, Federal Participation When Additional Child Becomes Eligible During Month (Example b).

Sec. 627-45 Partial Month Claims—Basis for Federal Participation W&IC Secs. 1510, 2020.01, 627-45
OAS; ANB; ANC 2186, 3084, 3087, 3087.1, 3087.2

In all eligible cases for which a partial month claim is made, the basis for Federal participation is the actual amount of aid paid, not to exceed the Federal maximum. Federal participation is not prorated.

Example a: When 20 days' aid at the rate of \$45 in a 31-day month, or \$29.03, is paid to an OAS recipient, \$29.03 is the basis for Federal participation. (See Case No. 11, Form Ag 801.)*

Example b: When 25 days' aid at the rate of \$50 in a 30-day month, or \$41.67, is paid to an ANB recipient, \$40 is the basis for Federal participation. (See Case No. 10, Form Bl 801.)*

Example c: When 20 days' aid at the rate of \$25 in a 28-day month, or \$17.86, is paid for one eligible child, \$17.86 is the basis for Federal participation. (See Case No. 6, Form CA 801.)*

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

C. Who bears one of the following degrees of relationship:

- | | |
|---|--|
| 1. Father | 14. Step-mother (but not her parents) |
| 2. Adoptive father | 15. Brother |
| 3. Mother | 16. Brother of the half-blood |
| 4. Adoptive mother | 17. Brother-in-law |
| 5. Grandfather | 18. Half-brother-in-law |
| 6. Grandfather-in-law (meaning the husband by a second marriage of one of the child's natural grandmothers) | 19. Adoptive brother |
| 7. Great-grandfather | 20. Sister |
| 8. Adoptive father of the child's natural parent | 21. Sister of the half-blood |
| 9. Grandmother | 22. Sister-in-law |
| 10. Grand-mother-in-law (meaning the wife by a second marriage of one of the child's natural grandfathers) | 23. Half-sister-in-law |
| 11. Great-grandmother | 24. Adoptive sister |
| 12. Adoptive mother of a child's natural parent | 25. Step-brother |
| 13. Step-father (but not his parents) | 26. Step-brother-in-law |
| | 27. Step-sister |
| | 28. Step-sister-in-law |
| | 29. Uncle (of the half- or whole-blood) |
| | 30. Aunt (of the half- or whole-blood) |
| | 31. Uncle-in-law |
| | 32. Aunt-in-law |
| | 33. Great-uncle (including great, great, etc.) |
| | 34. Great-aunt (including great, great, etc.) |

628-05 **Sec. 628-05 Reporting of Cancelled Aid Warrants W&IC Secs. 1560, 2140, 3075, 3460**
OAS; ANB; APSB; ANC

Any warrants for which claims were allowed by the SDSW, and which are subsequently cancelled, shall be reported in their respective items on the Aid Affidavits (Form Ag, Bl, CA 800, CA 800-BHI). Details shown on the Report of Cancelled Warrants (Form Ag, Bl, CA 804) which accompanies each respective claim. Current cancellations shall be crossed off the Aid Pay Roll (Form Ag, Bl, CA 801, CA 801-BHI) and shall not be included in any totals on the aid claims. (See Sec. 611-90, Cancellation of Aid Warrants.)

628-06 **Sec. 628-06 Claim for Warrants Issued in Lieu of Cancelled Warrants W&IC Secs. 1560, 2140, 3075, 3460**
OAS; ANB; APSB; ANC

When a warrant is issued in lieu of a cancelled warrant, as provided in Sec. 611-95, Reissuance of Warrants, and the cancellation has been reported, Federal (if eligible to Federal) and State reimbursement may be claimed by reporting the reissued warrant as a credit cancellation on a current claim on Report of Cancelled Warrants (Form Ag, Bl, CA 804). The credit entries shall be deducted from the total of the regular cancellations reported. Full explanation shall be given, including the warrant number and name of payee on the cancelled warrant if the reissued warrant is made payable to a person other than the original payee.

628-10 **Sec. 628-10 State Audit of Aid Claims W&IC Secs. 1556, 2189, 3087.3, 3482**
OAS; ANB; APSB; ANC

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of State and Federal participation in the amounts claimed. It is important that there be complete coordination between the county welfare department and the county auditor's office, or any other unit which prepares aid claims, to effect the prompt submission of all necessary documents supporting every aid claim, and to insure the inclusion of an aid claim for every approved case.

628-20 **Sec. 628-20 Aid Claim Correction W&IC Secs. 1556, 2189, 3087.3, 3482**
OAS; ANB; APSB; ANC

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims.

The county financial records should be reconciled to the claim correction letters so that State and county records agree. Questions should be immediately taken up with the SDSW.

the family. One warrant is issued in the amount of \$40 and the basis for Federal participation for the three children is \$40. (See Case No. 10, Form CA 801.)*

Example b: Two children eligible for Federal participation are receiving aid at the rate of \$70 (\$60 basis for State participation and \$10 county supplemental aid). An additional child becomes eligible for ANC on January 13, who is also eligible for Federal participation. The monthly basis for State participation is increased to \$70 and ANC is continued at that rate. One warrant in the amount of \$70 is issued. The basis for State participation for the month of January is \$66.13 (computed as shown below), and the Federal basis is \$42. (See Case No. 11, Form CA 801.)*

12 days @ \$60 = \$23.23

19 days @ \$70 = 42.90

Total basis for State
participation ----- \$66.13

When, however, a supplemental warrant is drawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to Federal matching is computed on the basis of each individual warrant.

Example c: Two children eligible to Federal participation are receiving ANC at the rate of \$45 on January 1. The family grant is increased to \$56 on January 14, when ANC is approved to begin for an additional child of the same family who is also eligible to Federal participation. The method of arriving at the total payment for that month is as follows:

13 days @ \$45 = \$18.87*

18 days @ \$56 = 32.51

Total basis for State
participation ----- \$51.38

At the beginning of the month, one warrant is drawn in the amount of \$45 for the first two children, and in the middle of the month a supplemental warrant in the amount of \$6.38 is issued to cover the increase for the third child.

The basis for Federal participation is \$30 in the first warrant of \$45 issued for the first two children, and \$6.38 in the supplemental warrant issued for the additional child, or a total of \$36.38 for the three children, instead of \$42. (See Case No. 12, Form CA 801.)*

One warrant in the amount of \$56 is issued for the next month, if the children remain eligible for the same amount. The basis for Federal participation is \$42.

Sec. 627-90 Two or More Family Budget Units in One Household W&IC Secs. 1553, 1560

627-90

ANC

When two or more family budget units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family budget unit who receives separate monthly warrants, Federal participation is available in the amount of one-half of the grant up to a maximum of \$18 for one eligible child in each family, and up to a maximum of \$12 for each of the additional eligible children in each family. (See Cases Nos. 3 and 4, Form CA 801.)* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, Federal participation is allowed in the amount of one-half the grant up to a maximum of \$18 for only *one* eligible child in the household and up to a maximum of \$12 for each additional eligible child in the same household. (See Case No. 2, Form CA 801.)*

Sec. 628-00 Payees Eligible Under Social Security Act W&IC Secs. 1553, 1560

628-00

ANC

Federal participation is available for ANC only when the child or children are living in the home of the person:

- A. To whom the warrant is issued;
- B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

Form AG 801—Effective July 1, 1943

STATE OF CALIFORNIA, DEPT. OF SOCIAL WELFARE
Pay Roll as per County Warrant Register
To Accompany Affidavit (Form AG 100) for
Federal and State Grants of Old Age SecurityForward TWO copies to the
State Department of Social Welfare
Sacramento

CLAIM FOR FEDERAL AND STATE AID TO NEEDY AGED PERSONS

PAID BY XXX COUNTY, CALIFORNIAMonth of January, 1944

WARRANTS DATED

January 1, 1944

(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
NAME	STATE NUMBER	TOTAL AID PAID UNDER OLD AGE SECURITY LAW (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$50 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
Family	Given	(Completion of Cols. 6 & 7 optional)						
						(See Sec. 627-20, Apportionment of Grants on Payrolls or Claims.)		
Jones Tom	1	50.00	10.00				111	
Smith Dick	2	*50.00	10.00				112	
Brown Harry	3	38.00					113	
West Bridget	4	*25.00					114	
Greene Hercules	5	45.00	5.00				115	
Conner Brenda	6	**48.00					116	
Wilson Cobina	7	37.50					117 1/17/44	
Stewart Adolph	8	42.00	2.00				118 1/17/44	
White Maggie	9	***50.00					119 1/17/44	
Black Fritz	10	**30.00					120 1/17/44	
Jones Henry	11	29.03				(See Sec. 627-45, Partial Month Claims Basis for Federal Participation.)	121 1/17/44	
Williams James	12	24.19					122 1/17/44	

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FORM AG 801

Form AG 801—Effective July 1, 1943

STATE OF CALIFORNIA, DEPT. OF SOCIAL WELFARE
Pay Roll as per County Warrant Register
To Accompany Affidavit (Form AG 100) for
Federal and State Grants of Old Age SecurityForward TWO copies to the
State Department of Social Welfare
Sacramento

CLAIM FOR FEDERAL AND STATE AID TO NEEDY AGED PERSONS

PAID BY XXX COUNTY, CALIFORNIAMonth of January, 1944

WARRANTS DATED

SUPPLEMENT FOR PRIOR MONTHS

See column 9

(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
NAME	STATE NUMBER	TOTAL AID PAID UNDER OLD AGE SECURITY LAW (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$50 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
Family	Given				(Completion of Cols. 6 & 7 optional)			
			APRIL, 1943			(See Sec. 626-50 Supplemental Aid Claims)		
Jones, Tom	1	2.50				Case #1 represents appeal to SSWB. Inc. from \$37.50 to \$40 from 4/1/43 to 6/30/43. Inc. from \$37.50 to \$50 from 7/1/43 to 9/30/43.	111 1/1/44	
			MAY, 1943					
Jones, Tom	1	2.50					"	
			JUNE, 1943					
Jones, Tom	1	2.50					"	
			JULY, 1943					
Jones, Tom	1	12.50	10.00				"	
			AUGUST, 1943					
Jones, Tom	1	12.50	10.00				"	
			SEPTEMBER, 1943					
Jones, Tom	1	12.50	10.00				"	
			NOVEMBER, 1943					
Wilson, Cobina	7	**37.50				Cases 7 & 8 represent Retroactive Aid under 60 day law.	117 1/17/44	
Stewart, Adolph	8	**42.00					118 1/17/44	
			DECEMBER, 1943					
Wilson, Cobina	7	**37.50					117 1/17/44	
Stewart, Adolph	8	**42.00					118 1/17/44	
NOTE: Individual warrants for each month or one warrant covering all months for each case may be issued, the amount paid for each month to be reported separately.								
Months of April through June shown on recapitulation sheet covering months prior to July 1, 1943. Months of July through December shown on recapitulation sheet covering months after July 1, 1943.								

NOTE:

Individual warrants for each month or one warrant covering all months for each case may be issued, the amount paid for each month to be reported separately.

Months of April through June shown on recapitulation sheet covering months prior to July 1, 1943. Months of July through December shown on recapitulation sheet covering months after July 1, 1943.

Page No.

FORM AG 801

629-99

FINANCIAL

PROCEDURES—COUNTY AID CLAIMS

Public Assistance Program

Sec. 629-99 County Aid Claim Forms
OAS; ANB; APSB; ANC

W&IC Secs. 1556, 2189, 3087.3, 3482

629-99

FORM AG 800

State of California

Forward two copies to
State Department of Social Welfare
Sacramento, California

AID AFFIDAVIT

From XXX County
For the Support of Needy Aged PersonsMonth of JANUARY, 1944 Fiscal Year
(State Use Only)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID		For Current Month Column A	For Prior Months Column B
1. Total aid paid (same as Item G, Col. 1, Form Ag 802) Number of aged persons: Current Month <u>12</u> ; Prior Months <u>2</u>	\$ 468.72	\$ 204.00	
2. Amount paid to aged persons ineligible for Federal aid (total of Items B and C, Col. 1, Form Ag 802) Number of persons: Current Month <u>3</u> ; Prior Months <u>2</u>	\$ 128.00	\$ 159.00	
3. Total aid in excess of \$40.00 paid to aged persons eligible for Federal aid (same as Item G, Col. 2, Form Ag 802).....	\$ 27.00	\$ 30.00	
4. Total of Items 2 and 3.....	\$ 155.00	\$ 189.00	
5. Basis for Federal participation (Item 1 minus Item 4).....	\$ 313.72	\$ 15.00	
6. Amount due from Federal funds for aid (1/2 of Item 5) (same as Item G, Column 3, Form Ag 802)	\$ 156.86	\$ 7.50	
7. Federal share of adjustments (total Col. 7, Form Ag 803)\$	\$ 4.34		
8. Federal share of cancelled warrants for previous months (total Column 9, Form Ag 804)	\$ 27.50		
9. Total of Items 7 and 8	\$ 31.84		
10. Amount due from Federal funds for aid (Item 6 minus Item 9) (Basis for Administrative Expense Claim, same as Items 1 and 4, Form Ag 807)	\$ 125.02	\$ 7.50	
11. Federal share of collections (total Col. 8, Form Ag 805)	\$ 11.67		
12. Net amount due from Federal funds for aid (Item 10 minus Item 11)....	\$ 113.35		
13. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (Item 12, Col. A plus Item 10, Col. B)		\$ 120.85	
AMOUNT DUE FROM STATE FUNDS FOR AID			
14. Total amount due from State funds for aid (same as Item G, Col. 4; for months prior 7/1/43, same as Item G, Col. 3, Form Ag 802)	\$ 275.30	\$ 162.50	
15. State share of adjustments (total Col. 8, Form Ag 803)	\$ 2.83		
16. State share of cancelled warrants for previous months (total Col. 10, Form Ag 804).....	\$ 33.75		
17. State share of collections (total Col. 9, Form Ag 805)	\$ 6.66		
18. Total of Items 15, 16, and 17	\$ 43.24		
19. Net amount due from State funds for aid (Item 14 minus Item 18).....	\$ 232.06		
20. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (Item 19, Col. A plus Item 14, Col. B)		\$ 394.56	
AMOUNTS FOR REPORTING PURPOSES ONLY			APPROVAL STAMP
21. Total adjustments (total Col. 5, Form Ag 803).....	\$ 10.00		
22. Total cancelled warrants for previous months (total Col. 7, Form Ag 804)	\$ 75.00		
23. Total collections (total Col. 6, Form Ag 805)	\$ 25.00		

STATE OF CALIFORNIA, COUNTY OF XXX) ss.I, Jane Doe, being duly sworn, depose and say: that I am the
county official responsible for the administration of Aid to Needy Aged in and for the said county; that all
provisions of Chapter I of Division III of the Welfare and Institutions Code, and amendments thereto, and
Title I of the Social Security Act, and amendments thereto, have been complied with to the best of my know-
ledge and belief.Subscribed and sworn to before me this seventh day
OF February, 1944TITLE Deputy County Clerk

Signature of Welfare Director or Official in Charge

TITLE DirectorAPPROVED Richard Roe
Chairman, Board of SupervisorsI HEREBY CERTIFY, that warrants covering all amounts due under the law have been issued and charged to
funds for aid in accordance with the Old Age Security Law, Chapter I of Division III of the Welfare and In-
stitutions Code, and amendments thereto.

(SEAL)

Signature of County Auditor

FORM AG 800—Effective January 1, 1944
Affidavit to accompany monthly
Voucher Aid Pay Roll (Form Ag 801)

CREDIT VOUCHER CLAIM - AID

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO NEEDY AGED PERSONS

Month of January, 1944SUPPLEMENT FOR
PRIOR MONTHS

INCLUDE ONLY AID COVERING MONTHS BEFORE JULY 1, 1943

FORM AG 802

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Total Aid Paid Under Old Age Security Law (TOTAL COL. 4, FORM AG 801)	Federal Share	State Share	County Share
A) TOTAL AID (Non-federal, non-county non-federal, non-county and regular cases.) SHOW IN COLUMN 1	\$ 7.50			
B) LESS: TOTAL OF NON-FEDERAL CASES SHOW IN COLUMN 1 (STATE SHARE IS 1/2 OF TOTAL, SHOW IN COLUMN 3; COUNTY SHARE IS 1/2 OF TOTAL, SHOW IN COLUMN 4)	\$		\$	\$
C) LESS: TOTAL OF NON-COUNTY NON-FEDERAL CASES SHOW IN COLUMNS 1 AND 3	\$		\$	
D) BASIS FOR FEDERAL PARTICIPATION SHOW IN COLUMN 1 (ITEM A MINUS ITEMS B AND C)	\$ 7.50			
E) LESS: TOTAL OF NON-COUNTY CASES SHOW IN COLUMN 1 (FEDERAL SHARE IS 1/2 OF TOTAL, SHOW IN COLUMN 2; STATE SHARE IS 1/2 OF TOTAL, SHOW IN COLUMN 3)	\$	\$	\$	
F) TOTAL OF REGULAR CASES SHOW IN COLUMN 1 (ITEM D MINUS ITEM E) (FEDERAL SHARE IS 1/2 OF TOTAL, SHOW IN COLUMN 2; STATE SHARE IS 1/2 OF TOTAL, SHOW IN COLUMN 3; COUNTY SHARE IS 1/2 OF TOTAL, SHOW IN COLUMN 4)	\$ 7.50	\$ 3.75	\$ 1.88	\$ 1.87
G) GRAND TOTALS	\$ 7.50	\$ 3.75	\$ 1.88	\$ 1.87

FORM AG 802—Effective January 1, 1944
Recapitulation Sheet to accompany
Pay Roll (Form AG 801) covering months
before July 1, 1943

FORM AG 803 (revised)—December, 1941

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Adjustment Schedule to Accompany
Monthly Aged Claim

REPORT OF ADJUSTMENTS

FROM XXX COUNTY

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY January, 1944, MONTHLY AGED CLAIMSUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) PERIOD COVERED BY ADJUSTMENT	(5) REASON FOR ADJUSTMENT	(6) TOTAL AMOUNT OF ADJUSTMENT	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) REMARKS
DAWSON,	Albert	1002	9/1/39 - 6/30/40	Excess Income	10.00	xx	4.34	2.83	

Form AG 803 should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule.

FORM AG 804 (revised)—August, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Cancellation Schedule to Accompany
Monthly Aged Claim

REPORT OF CANCELLED WARRANTS

FROM XXX COUNTY

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY JANUARY, 1944, MONTHLY AGED CLAIMSubmit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and
Non-County Non-Federal Cases by (***) in Column 7.)

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) WARRANT NUMBER	(5) WARRANT DATE	(6) MONTH AND YEAR CLAIMED	(7) WARRANT AMOUNT	(8) TOTAL	(9) EXCESS	(10) AMOUNT OF CANCELLATION FEDERAL	(11) STATE	(12) COUNTY	(13) Do Not Write in This Column
SMITH	DICK	2	863	12/1/43	12/43	40.00	* 40.00					
CONNER	BRENDA	6	638	6/1/43	6/43	20.00	** 20.00					
WILSON	COBINA	7	639	6/1/43	6/43	15.00	15.00					
						TOTAL	75.00		27.50	33.75		

Note.—Current cancellations should be crossed off payroll and not included in totals.
The breakdown into Federal and State amounts should be omitted in regular cases, i.e., when there is participation by Federal, State and County Governments.

FORM AG 805 (revised)—March, 1940

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Collection Schedule to Accompany
Monthly Aged Claim

REPORT OF COLLECTIONS

FROM XXX COUNTY

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY January, 1944, MONTHLY AGED CLAIMSubmit three copies to
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) DATE OF COLLECTION	(5) PERIOD COVERED BY COLLECTION	(6) REASON FOR COLLECTION	(7) TOTAL AMOUNT OF COLLECTION	(8) EXCESS	(9) FEDERAL	(10) STATE	(11) COUNTY	(12) Do Not Write in This Column
MILLER,	George	2001	12/29/43	1/1/39 - 6/30/40	Voluntary	25.00	xx	11.67	6.66		

Form AG 805 should be submitted for each collection upon its receipt by the County and prior to its being reported on this schedule.

FORM AG 803

FORM AG 804

FORM AG 805

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO NEEDY AGED PERSONS

Month of JANUARY, 1944

INCLUDE ONLY AID COVERING MONTHS AFTER JULY 1, 1943

	COLUMN 1 TOTAL AID PAID UNDER THE OLD AGE SECURITY LAW (TOTAL COL. 4, FORM AG 801)	COLUMN 2 AMOUNT IN EXCESS OF \$40.00 IN FEDERAL CASES (TOTAL COL. 5, FORM AG 801)	COLUMN 3 FEDERAL SHARE	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
A) TOTAL AND EXCESS AID (Non-federal, non-county non-federal, non-county, and regular cases) Show in Cols. 1 & 2	\$ 468.72	\$ 27.00			
B) LESS: TOTAL OF NON- FEDERAL CASES Show in Col. 1 (State share is 5/6 of total, show in Col. 4; county share is 1/6 of total, show in Col. 5)	\$ 78.00			\$ 65.00	\$ 13.00
C) LESS: TOTAL OF NON- COUNTY NON-FEDERAL CASES Show in Col. 1 & 4	50.00			\$ 50.00	
D) TOTAL OF FEDERAL CASES (Item A minus Items B & C, Col. 1)	\$ 340.72				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES Show in Cols. 1 & 2 (Federal share is total less excess divided by 2, show in Col. 3; state share is total less federal, show in Col. 4)	\$ 75.00	\$ 10.00	\$ 32.50	\$ 42.50	
F) TOTAL AND EXCESS OF REGULAR CASES Item D minus Item E, Col. 1 Item A minus Item E, Col. 2 (Federal share is total less excess divided by 2, show in Col. 3; total (Col. 1-F) less federal (Col. 3) 5/6 of result equals state share, show in Col. 4; 1/6 total (Col. 1-F) less federal (Col. 3) 1/6 of result equals county share, show in Col. 5-F)	\$ 265.72	\$ 17.00	\$ 124.36	\$ 117.80	\$ 23.56
G) GRAND TOTALS	\$ 468.72	\$ 27.00	\$ 156.86	\$ 275.30	\$ 36.56

FORM AG 802—Effective January 1, 1944
Recapitulation Sheet to accompany
Pay Roll (Form AG 801) covering months
after July 1, 1943Same as Item A.
(Amount carried
forward to Item
1 on affidavit,
Form AG 800)Same as Item
A. (Amount
carried for-
ward to Item
5 on affidavit,
Form AG 800)Item E plus Item
F. This total is
the same as total
of Item D, Col. 1
less excess Item
A, Col. 2,
divided by two.
(Amount carried
forward to Item 6
on affidavit,
Form AG 800)Item B plus Items
C, E, and F.
(Amount carried
forward to Item
14 on affidavit,
Form AG 800)Item B plus
Item F.
(County use
only)

FORM AG 802

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO NEEDY AGED PERSONS

Month of JANUARY, 1944

INCLUDE ONLY AID COVERING MONTHS AFTER JULY 1, 1943

SUPPLEMENT FOR
PRIOR MONTHS

	COLUMN 1 TOTAL AID PAID UNDER THE OLD AGE SECURITY LAW (TOTAL COL. 4, FORM AG 801)	COLUMN 2 AMOUNT IN EXCESS OF \$40.00 IN FEDERAL CASES (TOTAL COL. 5, FORM AG 801)	COLUMN 3 FEDERAL SHARE	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
A) TOTAL AND EXCESS AID (Non-federal, non-county non-federal, non-county, and regular cases) Show in Cols. 1 & 2	\$ 196.50	\$ 30.00			
B) LESS: TOTAL OF NON- FEDERAL CASES Show in Col. 1 (State share is 5/6 of total, show in Col. 4; county share is 1/6 of total, show in Col. 5)	\$ 159.00			\$ 132.50	\$ 26.50
C) LESS: TOTAL OF NON- COUNTY NON-FEDERAL CASES Show in Col. 1 & 4	\$			\$	
D) TOTAL OF FEDERAL CASES (Item A minus Items B & C, Col. 1)	\$ 37.50				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES Show in Cols. 1 & 2 (Federal share is total less excess divided by 2, show in Col. 3; state share is total less federal, show in Col. 4)	\$	\$	\$	\$	
F) TOTAL AND EXCESS OF REGULAR CASES Item D minus Item E, Col. 1 Item A minus Item E, Col. 2 (Federal share is total less excess divided by 2, show in Col. 3; total (Col. 1-F) less federal (Col. 3) 5/6 of result equals state share, show in Col. 4; 1/6 total (Col. 1-F) less federal (Col. 3) 1/6 of result equals county share, show in Col. 5-F)	\$ 37.50	\$ 30.00	\$ 3.75	\$ 28.12	\$ 5.63
G) GRAND TOTALS	\$ 196.50	\$ 30.00	\$ 3.75	\$ 160.62	\$ 32.13

FORM AG 802—Effective January 1, 1944
Recapitulation Sheet to accompany
Pay Roll (Form AG 801) covering months
after July 1, 1943Same as Item A.
(Amount carried
forward to Item 1
on affidavit, Form
AG 800)Same as Item
A. (Amount
carried for-
ward to Item
5 on affidavit,
Form AG 800)Item E plus Item
F. This total is
the same as total
of Item D, Col. 1
less excess Item
A, Col. 2,
divided by two.
(Amount carried
forward to Item 6
on affidavit,
Form AG 800)Item B plus Items
C, E, and F.
(Amount carried
forward to Item
14 on affidavit,
Form AG 800)Item B plus
Item F.
(County use
only)

FORM AG 802

FORM BL 801—Effective January 1, 1944
STATE OF CALIFORNIA, DEPT. OF SOCIAL WELFARE
Pay Roll as per County Warrant Register
To Accompany Affidavit Form BL 800 for
Federal and State Grants of Blind Aid

Forward TWO copies to the
State Department of Social Welfare
Sacramento

FORM BL 801

CLAIM FOR FEDERAL AND STATE AID TO THE BLIND

PAID BY XXX COUNTY, CALIFORNIAMonth of APRIL, 1944

WARRANTS DATED

APRIL 1, 1944

(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
NAME	STATE NUMBER	TOTAL AID PAID UNDER THE BLIND LAWS (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$40 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
Family	Given							
(See Sec. 627-20, Apportionment of Grants on Pay Rolls or Claims.)								
JONES, Thomas	1	50.00	10.00				100	
BROWN, Helen	2	42.50	2.50				101	
WHITE, John	3	*50.00	10.00				102	
REDSTONE, Peter	4	45.00	5.00				103	
BRAMMER, Leon	5	***50.00					104	
CRABBE, Wm.	6	*40.00					105	
SMITH, Harold	7	**47.50					106	
BLACK, Edward	8	50.00	10.00				107 4/17/44	
STONE, Edwin	9	**25.00					108 4/17/44	
WHEELER, James	10	41.67	1.67				109 4/17/44	
(See Example B, Sec. 627-45, Partial Month Claims - Basis for Federal Participation.)								

Page No.

FORM BL 801—Effective January 1, 1944
STATE OF CALIFORNIA, DEPT. OF SOCIAL WELFARE
Pay Roll as per County Warrant Register
To Accompany Affidavit Form BL 800 for
Federal and State Grants of Blind Aid

Forward TWO copies to the
State Department of Social Welfare
Sacramento

FORM BL 801

CLAIM FOR FEDERAL AND STATE AID TO THE BLIND

PAID BY XXX COUNTY, CALIFORNIAMonth of APRIL, 1944

WARRANTS DATED

SUPPLEMENT FOR PRIOR MONTHS

see Col. 9

(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
(Indicate Non-County Cases by "-", Non-Federal Cases by "N" and Non-County Cases by "NC")								
NAME	STATE NUMBER	TOTAL AID PAID UNDER THE BLIND LAWS (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$40 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
Family	Given							
						(See Sec. 626-50, Supplemental aid claims.)		
BROWN,	Helen	2	5.00	2.50		(Case #2 represents appeal to SSWB for retroactive increase from 37.50 to 42.50 July and Sept. 1943 and increase from 40.00 to 42.50 Aug. & Oct. 1943.)	101 4/1/44	
				JULY, 1943				
BROWN,	Helen	2	2.50	2.50			101 4/1/44	
				AUGUST, 1943				
				SEPTEMBER, 1943				
BROWN,	Helen	2	5.00	2.50			101 4/1/44	
				OCTOBER, 1943				
BROWN,	Helen	2	2.50	2.50			101 4/1/44	
				FEBRUARY, 1944				
BLACK,	Edward	8	**50.00			(Case #8 represents retroactive aid paid under the 90 day law)	107 4/17/44	
				MARCH, 1944				
BLACK,	Edward	8	**50.00				107 4/17/44	
Note: Individual warrants for each month or one warrant covering all months for each case may be issued; the amount paid for each month to be reported separately.								

Note: Individual warrants for each month or one warrant covering all months for each case may be issued, the amount paid for each month to be reported separately.

Page No.

FORM BL 800

State of California

Forward Two Copies to
State Department of Social Welfare
Sacramento, California

AID AFFIDAVIT

FROM XXX COUNTY
For the Support of Blind PersonsMONTH OF APRIL, 1944 Fiscal Year
(State Use Only)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID		FOR CURRENT MONTH Column A	FOR PRIOR MONTHS Column B
1. Total aid paid (same as Item G, Col. 1, Form BI 802) Number of blind persons: current month <u>10</u> ; prior months <u>1</u>	\$ 441.67	\$ 115.00	
2. Amount paid to blind persons ineligible for Federal aid (same as total Items B & C, Col. 1, Form BI 802) Number of persons: current month <u>3</u> ; prior months <u>2</u>	\$ 122.50	\$ 100.00	
3. Total aid in excess of \$40.00 paid to blind persons eligible for Federal aid (same as Item G, Col. 2, Form BI 802)	\$ 39.17	\$ 10.00	
4. Total of Items 2 and 3	\$ 161.67	\$ 110.00	
5. Basis for Federal participation (Item 1 minus Item 4)	\$ 280.00	\$ 5.00	
6. Amount due from Federal funds for aid (1/2 of Item 5) (same as Item G, Col. 3, Form BI 802)	\$ 140.00	\$ 2.50	
7. Federal share of adjustments (total Col. 7, Form BI 803)	\$ 2.50		
8. Federal share of cancelled warrants for previous months (total Col. 9, Form BI 804)	\$ 20.00		
9. Federal share of collections (total Col. 7, Form BI 805, formerly BI 21)	\$ 5.00		
10. Total of Items 7, 8, and 9	\$ 27.50		
11. Net amount due from Federal funds for aid (Item 6 minus Item 10)	\$ 112.50		
12. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (Item 11, Col. A plus Item 6, Col. B)	\$ 115.00		
AMOUNT DUE FROM STATE FUNDS FOR AID			
13. Total amount due from State funds for aid (same as Item G, Col. 4, Form BI 802)	\$ 200.83	\$ 56.25	
14. State share of adjustments (total Col. 8, Form BI 803)	\$ 6.25		
15. State share of cancelled warrants for previous months (total Col. 10, Form BI 804)	\$ 38.75		
16. State share of collections (total Col. 8, Form BI 805, formerly BI 21)	\$ 2.50		
17. Total of Items 14, 15, and 16	\$ 47.50		
18. Net amount due from State funds for aid (Item 13 minus Item 17)	\$ 153.33		
19. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (Item 18, Col. A plus Item 13 Col. B)	\$ 209.58		
AMOUNTS FOR REPORTING PURPOSES ONLY			
20. Total adjustments (total Col. 5, Form BI 803)	\$ 15.00		
21. Total cancelled warrants for previous months (total Col. 7, Form BI 804)	\$ 97.50		
22. Total collections (total Col. 5, Form BI 805, formerly BI 21)	\$ 10.00		

STATE OF CALIFORNIA, COUNTY OF XXX)ss

I, Jane Doe, being duly sworn, depose and say: that I am the county official responsible for the administration of Aid to the Blind in and for the said county; that all provisions of Chapters 1 and 3 of Part 1 of Division V of the Welfare and Institutions Code, and amendments thereto, and Title X of the Social Security Act, and amendments thereto, have been complied with to the best of my knowledge and belief.

Subscribed and sworn to before me this sixth day May, 1944

Mary Jones
TITLE Deputy County Clerk

Jane Doe
Signature of Welfare Director or Official in Charge
TITLE Director
APPROVED Richard Roe
Chairman, Board of Supervisors

I HEREBY CERTIFY, that warrants covering all amounts due under the laws have been issued and charged to funds for aid in accordance with the Blind Laws, Chapters 1 and 3 of Part 1 of Division V of the Welfare and Institutions Code, and Amendments thereto.

(SEAL)

FORM BL 800—Effective January 1, 1944
Affidavit to accompany monthly
Voucher Aid Pay Roll (Form BI 801)

John Smith
Signature of County Auditor

CREDIT VOUCHER CLAIM - AID

FORM BL 803

FORM BL 803 (revised)—December, 1941

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Adjustment Schedule to Accompany
Monthly Blind Claim

REPORT OF ADJUSTMENTS

FROM XXX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIAFOR AID TO THE BLIND
To Accompany APRIL 1944, MONTHLY BLIND CLAIM

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) PERIOD COVERED BY ADJUSTMENT	(5) REASON FOR ADJUSTMENT	(6) TOTAL AMOUNT OF ADJUSTMENT	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) COUNTY
WHEELER,	James	101	Dec. 1941	Responsible Relatives	15.00	10.00	2.50	6.25	6.25

Form BL 47-DFA should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule.

FORM BL-804 (revised)—August, 1943

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Cancellation Schedule to Accompany
Monthly Blind Claim

REPORT OF CANCELLED WARRANTS

FROM XXX COUNTY

Submit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM BL 804

FOR AID TO THE BLIND
To Accompany APRIL 1944, MONTHLY BLIND CLAIM(Indicate Non-County Cases by (*), Non-Federal Cases by (**), and
Non-County Non-Federal Cases by (***) in Column 7.)

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) WARRANT NUMBER	(5) WARRANT DATE	(6) MONTH AND YEAR CLAIMED	(7) WARRANT AMOUNT	(8) AMOUNT OF CANCELLATION				(12) Do Not Write in This Column
							TOTAL	EXCESS	FEDERAL	STATE	
JOHNSON	Mary	11	8945	12/1/41	12/41	50.00	50.00	10.00			
SMITH	Harold	7	8785	12/1/41	12/41	47.50	47.50**				
					TOTAL		97.50	10.00	20.00	38.75	38.75

NOTE.—Current cancellations should be crossed off payroll and not included in totals.
The breakdown into Federal and State amounts should be omitted in regular cases; i.e., when there is participation by Federal, State and County Governments.FORM BL 805, formerly
FORM BL 21 (Revised)—November, 1939
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Collection Schedule to Accompany
Monthly Blind Claim

REPORT OF COLLECTIONS

FROM XXX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM BL 805

FOR AID TO THE BLIND
To Accompany APRIL 1944, MONTHLY BLIND CLAIM

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) PERIOD COVERED BY COLLECTION	(5) SOURCE OF COLLECTION	(6) TOTAL AMOUNT OF COLLECTION	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) COUNTY
SMITH,	Harry	12	8/1/41 - 9/30/41	Overpayment	10.00	-	5.00	2.50	2.50

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO THE BLIND

For month of APRIL, 1944

	COLUMN 1 Total Aid Paid Under the Blind Laws (Total col. 4, Form Bl 801)	COLUMN 2 Amount in Excess of \$40.00 in Federal Cases (Total col. 5, Form Bl 801)	COLUMN 3 Federal Share	COLUMN 4 State Share	COLUMN 5 County Share
A) TOTAL AND EXCESS AID (non-federal, non-county, non-county non-federal, and regular cases) Show in cols. 1 & 2	\$ 441.67	\$ 39.17			
B) LESS: TOTAL OF NON-FEDERAL CASES Show in col. 1 (State share is 1/2 of total, show in col. 4; County share is 1/2 of total, show in col. 5)	\$ 72.50			\$ 36.25	\$ 36.25
C) LESS: TOTAL OF NON-COUNTY NON-FEDERAL CASES Show in cols. 1 & 4	\$ 50.00			\$ 50.00	
D) TOTAL OF FEDERAL CASES (Item A minus items B & C, col. 1)	\$ 319.17				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES Show in cols. 1 & 2 (Federal share is total less excess divided by 2, show in col. 3; State share is total less Federal, show in col. 4)	\$ 90.00	\$ 10.00	\$ 40.00	\$ 50.00	
F) TOTAL AND EXCESS OF REGULAR CASES Item D minus Item E, col. 1 Item A minus Item E, col. 2 (Federal share is total less excess divided by 2, show in col. 3; State share is total less Federal divided by 2, show in col. 4; County share is total less Federal divided by 2, show in col. 5)	\$ 229.17	\$ 29.17	\$ 100.00	\$ 64.58	\$ 64.59
G) GRAND TOTALS	\$ 441.67	\$ 39.17	\$ 140.00	\$ 200.83	\$100.84

FORM Bl 802—Effective January 1, 1944
Department of Social Welfare
Recapitulation Sheet
to accompany Pay Roll (Form Bl 801)
for Federal and State Grants of Blind Aid

FORM Bl 802

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO THE BLIND

For month of APRIL, 1944

SUPPLEMENT FOR PRIOR MONTHS

	COLUMN 1 Total Aid Paid Under the Blind Laws (Total col. 4, Form Bl 801)	COLUMN 2 Amount in Excess of \$40.00 in Federal Cases (Total col. 5, Form Bl 801)	COLUMN 3 Federal Share	COLUMN 4 State Share	COLUMN 5 County Share
A) TOTAL AND EXCESS AID (non-federal, non-county, non-county non-federal, and regular cases) Show in cols. 1 & 2	\$ 115.00	\$ 10.00			
B) LESS: TOTAL OF NON-FEDERAL CASES Show in col. 1 (State share is 1/2 of total, show in col. 4; County share is 1/2 of total, show in col. 5)	\$ 100.00			\$ 50.00	\$ 50.00
C) LESS: TOTAL OF NON-COUNTY NON-FEDERAL CASES Show in cols. 1 & 4	\$			\$	
D) TOTAL OF FEDERAL CASES (Item A minus items B & C, col. 1)	\$ 15.00				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES Show in cols. 1 & 2 (Federal share is total less excess divided by 2, show in col. 3; State share is total less Federal, show in col. 4)	\$	\$	\$	\$	
F) TOTAL AND EXCESS OF REGULAR CASES Item D minus Item E, col. 1 Item A minus Item E, col. 2 (Federal share is total less excess divided by 2, show in col. 3; State share is total less Federal divided by 2, show in col. 4; County share is total less Federal divided by 2, show in col. 5)	\$ 15.00	\$ 10.00	\$ 2.50	\$ 6.25	\$ 6.25
G) GRAND TOTALS	\$ 115.00	\$ 10.00	\$ 2.50	\$ 56.25	\$ 56.25

FORM Bl 802—Effective January 1, 1944
Department of Social Welfare
Recapitulation Sheet
to accompany Pay Roll (Form Bl 801)
for Federal and State Grants of Blind Aid

ID

FORM Bl 802

FORM CA-801 (revised)—September, 1942

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFAREPayroll as per county warrant register to accompany affidavit
Form CA-800 for Federal and State Aid to Needy ChildrenForward TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, CaliforniaWarrants Dated See column 8
(Except as otherwise shown in Column 7)**CLAIM FOR FEDERAL AND STATE AID TO NEEDY CHILDREN**

(Excluding aid paid under Section 1556.3 of the Welfare and Institutions Code)

Paid by XXX County, California
Month of January, 19 44
SUPPLEMENT FOR PRIOR MONTHS

(INDICATE NON-COUNTY CASES BY (*) IN COLUMNS 5 AND 6)

(1) STATE NUMBER	(2) NAMES OF PAYEE NAMES OF CHILDREN FAMILY GIVEN	(3) NO. OF CHILDREN		(4) WARRANT AMOUNT	(5) BASIS FOR STATE PARTICIPATION		(6) BASIS FOR FEDERAL PARTICI- PATION	(7) REMARKS	(8) WARRANT NUMBER
		(A) EL.	(B) INEL.		(A) EL. TO FEDERAL	(B) INEL. TO FEDERAL			
								(See Sec. 626-50, Supple- mental Aid Claims.)	
								JULY, 1943	
4	Ida Allen Allen, Helen Mabel Sally Lawrence	4		15.00	15.00		15.00	503 (Warrant dated 1/3/44) (Case #4 represents appeal to SSWB for retroactive increase from \$35.00 to \$50.00 for July, 1943, and from \$50.00 to \$60.00 for August and September, 1943.)	
								AUGUST, 1943	
4	Ida Allen Allen, Helen Mabel Sally Lawrence	4		10.00	10.00		4.00	503	
								SEPTEMBER, 1943	
4	Ida Allen Allen, Helen Mabel Sally Lawrence	4		10.00	10.00		4.00	503	
								NOVEMBER, 1943	
13	James Blake Blake, Arthur Myrtle	2		60.00		*45.00		513 (Warrant dated 1/17/44) (Case #13 represents retroactive aid under 90-day law.)	
								DECEMBER, 1943	
13	James Blake Blake, Arthur Myrtle	2		60.00		*45.00		513	

NOTE: Individual warrants for each month or one warrant covering all months for each case may be issued, the amount paid for each month to be reported separately.

Page No.

State of California

RECAPITULATION SHEET

From XXX County
FOR AID TO NEEDY CHILDREN
Month of JANUARY, 19 44

ITEM A. TOTAL AID PAID (Total warrant Column 4, Form CA 801) (To be carried forward to Item 22 on Affidavit, Form CA 800)	\$ 601.95
ITEM B. TOTAL BASIS FOR STATE PARTICIPATION (Total Columns 5A and 5B, Form CA 801) (To be carried forward to Item 1 on Affidavit, Form CA 800)	\$ 598.08
ITEM C. TOTAL INELIGIBLE FOR FEDERAL PARTICIPATION (Total Column 5B, Form CA 801) (To be carried forward to Item 2 on Affidavit, Form CA 800)	\$ 83.50
ITEM D. TOTAL ELIGIBLE FOR FEDERAL PARTICIPATION (Total Column 5A, Form CA 801) (To be carried forward to Item 3 on Affidavit, Form CA 800)	\$ 514.58

COMPUTATION OF FEDERAL, STATE, AND COUNTY SHARES

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
	Basis for State Participation	Basis for Federal Participation	Federal Share (1/2 of Col. 2 on Recapitula- tion Sheet, Form CA 802)	State Share	County Share
CASES HAVING REQUIRED COUNTY RESIDENCE					
ITEM E. ELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5A on Payroll, Form CA 801, show in Column 1. Show Federal amounts in Columns 2 and 3)	\$ 460.58	\$ 368.55	\$ 184.28		
F. INELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5B on Payroll, Form CA 801)	\$ 61.00				
G. TOTAL ITEMS E AND F	\$ 521.58				
H. LESS FEDERAL SHARE (Same as Item E, Column 3)	\$ 184.28				
I. BASIS FOR COMPUTING STATE SHARE (Item G less Item H)	\$ 337.30				
J. STATE SHARE (2/5 of Item I Show in Col. 4)				\$ 224.27	\$ 112.43
CASES NOT HAVING REQUIRED COUNTY RESIDENCE					
ITEM K. ELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5A on Payroll, Form CA 801, show in Column 1. Show Federal amounts in Columns 2 and 3)	\$ 54.00	\$ 30.00	\$ 15.00		
L. INELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5B on Payroll, Form CA 801)	\$ 22.50				
M. TOTAL ITEMS K AND L	\$ 76.50				
N. LESS FEDERAL SHARE (Same as Item K, Column 3)	\$ 15.00				
O. STATE SHARE (Item M less Item N)				\$ 61.50	
P. TOTALS		\$ 398.55	\$ 199.28	\$ 286.37	\$ 112.43
		Item E plus Item K. (Amount carried for- ward to Item 5 on Affidavit, Form CA 800.)	Item E plus Item K. (Amount carried for- ward to Item 6 on Affidavit, Form CA 800.)	Item J plus Item O. (Amount carried for- ward to Item 14 on Affidavit, Form CA 800.)	Same as Item J (County use only)

FORM CA 802—Effective January 1, 1944
Recapitulation Sheet
To accompany Pay Roll (Form CA 801) for
Federal and State Grants of Children's Aid.

FORM CA 802

629-99

FINANCIAL

PROCEDURES—COUNTY AID CLAIMS

Public Assistance Program

FORM CA 800

FORM CA 801

State of California

Forward Two Copies to
State Department of Social Welfare
Sacramento, California

AID AFFIDAVIT

From XXX County
For the Support of Needy Children

(Excluding Aid Paid under Section 1556.5
of the Welfare and Institutions Code)

Month of JANUARY, 1944 Fiscal Year
(State Use Only)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID		FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. Total basis for State participation (same as Item B, Form CA 802) Number of children current month <u>33</u> prior months <u>2</u>		\$ 598.08	\$ 125.00
2. Total for children ineligible for Federal aid (same as Item C, Form CA 802) Number of children current month <u>5</u> prior months <u>2</u>		\$ 83.50	\$ 90.00
3. Total for children eligible for Federal aid under Title IV of the Social Security Act (Item 1 minus Item 2) (same as Item D, Form CA 802) Number of children current month <u>28</u> prior months.....		\$ 514.58	\$ 35.00
4. Less expenditures in excess of \$18 for one eligible child and \$12 for each additional eligible child in same household group (Item 3 minus Item 2, Column 2, Form CA 802).....		\$ 116.03	\$ 12.00
5. Basis for Federal participation (Item 3 minus Item 4) (same as Item P, Column 2, Form CA 802).....		\$ 398.55	\$ 23.00
6. Amount due from Federal funds for aid ($\frac{1}{2}$ of Item 5) (same as Item P, Column 3, Form CA 802).....		\$ 199.28	\$ 11.50
7. Federal share of adjustments (total Column 7, Form CA 805).....		\$ 6.25	
8. Item 6 plus or minus Item 7.....		\$ 193.03	
9. Federal share of cancelled warrants for previous months (total Column 9, Form CA 805).....		\$ 3.00	
10. Federal share of collections (total Column 9, Form CA 805, formerly Form CA 34-0FA).....		\$ 2.86	
11. Total of Items 9 and 10.....		\$ 11.86	
12. Net amount due from Federal funds for aid (Item 8 minus Item 11).....		\$ 181.17	
13. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (Item 12, Col. A plus Item 6, Col. B).....		\$ 192.67	

AMOUNT DUE FROM STATE FUNDS FOR AID		FOR CURRENT MONTH	FOR PRIOR MONTHS
14. Total amount due from State funds for aid (same as Item P, Column 4, Form CA 802).....		\$ 286.37	\$ 105.67
15. State share of adjustments (total Column 4, Form CA 805).....		\$ 104.17	
16. Item 14 plus or minus Item 15.....		\$ 182.20	
17. State share of cancelled warrants for previous months (total Column 10, Form CA 805).....		\$ 15.00	
18. State share of collections (total Column 9, Form CA 805, formerly Form CA 34-0FA).....		\$ 4.76	
19. Total of Items 17 and 18.....		\$ 19.76	
20. Net amount due from State funds for aid (Item 16 minus Item 19).....		\$ 162.44	
21. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (Item 20, Col. A plus Item 14, Col. B).....		\$ 268.11	

AMOUNTS FOR REPORTING PURPOSES ONLY		FOR CURRENT MONTH	FOR PRIOR MONTHS	APPROVAL STAMP
22. Total aid paid (Item A, Form CA 802).....		\$ 601.95	\$ 155.00	
23. Total adjustments (total Column 6, Form CA 805).....		\$ 162.50		
24. Total cancelled warrants for previous months (total Column 8, Form CA 805).....		\$ 31.50		
25. Total collections (total Column 7, Form CA 805, formerly Form CA 34-0FA).....		\$ 10.00		

STATE OF CALIFORNIA, COUNTY OF XXX I, Jane Doe, being duly sworn,
depose and say that I am the County official responsible for the administration of Aid to Needy Children in
and for the said county; that all the provisions of Chapter 1 of Part 2 of Division 11 of the Welfare and In-
stitutions Code and amendments thereto, and Title IV of the Social Security Act, and amendments thereto, have
been complied with to the best of my knowledge and belief.

SUBSCRIBED AND SWORN TO BEFORE ME THIS Seventh DAY of FEBRUARY, 1944.

Mary Jones TITLE DEPUTY COUNTY CLERK

Richard Doe TITLE WELFARE DIRECTOR

John Smith TITLE CHAIRMAN, BOARD OF SUPERVISORS

I hereby certify that warrants covering all amounts due under the law have been issued and charged to funds
for aid in accordance with the Needy Children Law, Chapter 1 of Part 2 of Division 11 of the Welfare and In-
stitutions Code and amendments thereto.

(SEAL)

CREDIT VOUCHER CLAIM - AID

FORM CA 800—Effective January 1, 1944
Affidavit to accompany monthly Voucher Aid
Pay Roll (Form CA 801)

FORM CA 801 (revised)—September, 1942

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Payroll as per county warrant register to accompany Affidavit
Form CA-800 for Federal and State Aid to Needy Children

Forward TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, California
Warrants Dated January 3, 1944
(Except as otherwise shown in Column 7)

CLAIM FOR FEDERAL AND STATE AID TO NEEDY CHILDREN

(Excluding aid paid under Section 1556.5 of the Welfare and Institutions Code)

Paid by XXX County, CaliforniaMonth of January, 1944
(INDICATE NON-COUNTY CASES BY "N" IN COLUMNS 3 AND 8)

State of California

Forward Two Copies to
State Department of Social Welfare
Sacramento, California

AID AFFIDAVIT

From XXX County

For the Support of

NEEDY CHILDREN MAINTAINED IN BOARDING HOMES AND INSTITUTIONS

(As Provided Under Section 1556.5 of the Welfare and Institutions Code)

Month of JANUARY, 1944, Fiscal Year
(State Use Only)

AMOUNT DUE FROM STATE FUNDS FOR AID	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. Total basis for State participation (total Column 5A and 5B, Form CA 801-BHI) Number of childrens current month 5 s prior months	\$ 80.72	\$ 10.00
2. Total amount due from State funds for aid (2/3 of Column 5A plus total Column 5B, Form CA 801-BHI).....	\$ 61.31	\$ 6.67
3. State share of adjustments (total Column 8, Form CA 805).....	\$	
4. State share of cancelled warrants for previous months (total Column 10, Form CA 804).....	\$	
5. State share of collections (total Column 9, Form CA 805, formerly Form CA 34-DFA).....	\$	
6. Total of Items 3, 4, and 5.....	\$	
7. Net amount due from State funds for aid (Item 2 minus Item 6)...	\$ 61.31	
8. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (Item 7, Col. A plus Item 2, Col. B)		\$ 67.98

AMOUNTS FOR REPORTING PURPOSES ONLY	FOR CURRENT MONTH	FOR PRIOR MONTHS	APPROVAL STAMP
9. Total aid paid (total warrant column 4, Form CA 801-BHI).....	\$ 80.72	\$ 10.00	
10. Total adjustments (total Column 6, Form CA 805)	\$		
11. Total cancelled warrants for previous months (total Column 8, Form CA 804).....	\$		
12. Total collections (total Column 7, Form CA 805, formerly Form CA 34-DFA).....	\$		

STATE OF CALIFORNIA } ss.
COUNTY OF XXX

I, Jane Doe, being duly sworn, depose and says: That I am the county official responsible for the administration of Aid to Needy Children in and for the said county; that all the provisions of Chapter 1 of Part 2 of Division 11 of the Welfare and Institutions Code, and amendments thereto, have been complied with to the best of my knowledge and belief.

Subscribed and sworn to before me this seventh day January, 1944 Jane Doe
Signature of Welfare Director or Official in Chargeof February, 1944 TITLE DirectorMary Jones APPROVED Richard Roe
Chairman, Board of SupervisorsTITLE Deputy County Clerk

I hereby certify that warrants covering all amounts due under the law have been issued and charged to funds for aid in accordance with the Needy Children Law, Chapter 1 of Part 2 of Division 11 of the Welfare and Institutions Code and amendments thereto.

(SEAL)

John Smith
Signature of County AuditorFORM CA 800-BHI—Effective January 1, 1944
Affidavit to accompany monthly Pay Roll
(Form CA 801-BHI)

CASH CLAIM-AID

FORM CA 801-BHI—Revised May, 1942

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Payroll as per county warrant register to
accompany affidavit Form CA 800-BHI (Formerly
CA-41-DFA), for State Aid to Needy ChildrenForward TWO copies to the State Department
of Social Welfare, SacramentoWarrants Dated January 31, 1944
(Except as otherwise shown in Column 6)

MONTHLY CLAIM FOR STATE AID TO NEEDY CHILDREN

For Children in Boarding Homes and Institutions

(Under Section 1556.5 of the Welfare and Institutions Code)

Supported by XXX County, CaliforniaMonth of January, 1944

(1) STATE NUMBER	(2) NAMES OF PAYEE NAMES OF CHILDREN FAMILY	(3) NO. OF CHILD- REN GIVEN	(4) WARRANT AMOUNT	(5) BASIS FOR STATE PARTICIPATION		(6) REMARKS	(7) WARRANT NUMBER
				(A) STATE AND CO. CASES	(B) NON-CO. CASES		
						(See Sec. 627-20, Apportion- ment of Grants on Pay Rolls or Claims.)	
1	Helen Stone Children's Home Smith, Andrew Bertha	2	45.00	45.00			514
2	Children's Home James, Jean	1	22.50		22.50		515
3	Jane Adams Hicks, John	1	2.90	2.90			516
						(See Example A, Sec. 627-50, Computation of Payments When Child Transfers Between Boarding Home or Institution and Private Home.)	
4	Baker Children's Home French, Kleie	1	10.32	10.32			517
						(See Example C, Sec. 627-50, Computation of Payments When Child Transfers Between Boarding Home or Institution and Private Home.)	
			80.72	58.22	22.50		
SUPPLEMENT FOR PRIOR MONTHS							
			DECEMBER, 1943			(See Sec. 626-50, Supple- mental Aid Claims.)	
1	Helen Stone Children's Home Smith, Andrew Bertha	2	10.00	10.00			514
						(Case represents erroneous payment of less than author- ized award. Authorized award was \$45.00. County paid only \$35.00 in December. Supplemental \$10.00 warrant issued in January.)	

Two-thirds of the total of Column 5A plus the total of Column 5B equals the State share.

Page No.

FORM CA 801-BHI

629-99

FINANCIAL

PROCEDURES—COUNTY AID CLAIMS

Public Assistance Program

State of California

Forward Two Copies to
State Department of Social Welfare
Sacramento, California

RECAPITULATION SHEET

From XXX County

FOR AID TO NEEDY CHILDREN

Month of JANUARY, 1944

SUPPLEMENT FOR PRIOR MONTHS

ITEM A. TOTAL AID PAID
(Total warrant Column 4, Form CA 801)
(To be carried forward to Item 22 on Affidavit, Form CA 800) \$ 155.00

ITEM B. TOTAL BASIS FOR STATE PARTICIPATION
(Total Columns 5A and 5B, Form CA 801)
(To be carried forward to Item 1 on Affidavit, Form CA 800) \$ 125.00

ITEM C. TOTAL INELIGIBLE FOR FEDERAL PARTICIPATION
(Total Column 5B, Form CA 801)
(To be carried forward to Item 2 on Affidavit, Form CA 800) \$ 90.00

ITEM D. TOTAL ELIGIBLE FOR FEDERAL PARTICIPATION
(Total Column 5A, Form CA 801)
(To be carried forward to Item 3 on Affidavit, Form CA 800) \$ 35.00

COMPUTATION OF FEDERAL, STATE, AND COUNTY SHARES:

	COLUMN 1 Basis for State Participation	COLUMN 2 Basis for Federal Partici- pation	COLUMN 3 Federal Share (1/2 of Col. 2 (Col. 6 on Pay- roll, Form CA 801)	COLUMN 4 State Share	COLUMN 5 County Share
CASES HAVING REQUIRED COUNTY RESIDENCE					
ITEM E) ELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5A on Payroll, Form CA 801, show in Column 1. Show Federal amounts in Columns 2 and 3)	\$ 35.00	\$ 23.00	\$ 11.50		
F) INELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5B on Payroll, Form CA 801)	\$ 35.00				
G) TOTAL ITEMS E AND F	\$ 35.00				
H) LESS FEDERAL SHARE (Same as Item E, Column 3)	\$ 11.50				
I) BASIS FOR COMPUTING STATE SHARE (Item G less Item H)	\$ 23.50				
J) STATE SHARE (1/2 of Item I Show in Col. 4)				\$ 15.67	\$ 7.83
K) COUNTY SHARE (1/2 of Item I Show in Col. 5)					
CASES NOT HAVING REQUIRED COUNTY RESIDENCE					
ITEM K) ELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5A on Payroll, Form CA 801, show in Column 1. Show Federal amounts in Columns 2 and 3)	\$ 90.00				
L) INELIGIBLE FOR FEDERAL PARTICIPATION (Total of these cases in Column 5B on Payroll, Form CA 801)	\$ 90.00				
M) TOTAL ITEMS K AND L	\$ 90.00				
N) LESS FEDERAL SHARE (Same as Item K, Column 3)	\$				
O) STATE SHARE (Item M less Item N)				\$ 90.00	
P) TOTALS		\$ 23.00	\$ 11.50	\$ 105.67	\$ 7.83

Form CA 802—Effective January 1, 1944
Recapitulation Sheet
To accompany Pay Roll (Form CA 801) for
Federal and State Grants of Children's Aid.

FORM CA 802

State of California

REPORT OF ADJUSTMENTS

FROM XXX COUNTY

FOR AID TO NEEDY CHILDREN

To Accompany JANUARY 1944, Monthly Children's Aid Claim

(1) FAMILY	(2) NAME OF PAYEE GIVEN	(3) NAMES OF CHILDREN GIVEN	(4) STATE NUMBER	(5) PERIOD COVERED BY ADJUSTMENT	(6) REASON FOR ADJUSTMENT	(7) TOTAL AMOUNT OF ADJUSTMENT (SEE NOTE BELOW)	(8) FEDERAL	(9) STATE	(10) COUNTY	(11) DO NOT WRITE IN THIS COLUMN
Brown	Blanche	Brown, Helen Edwin	51	7/1/42 - 12/1/42	Excess Income	162.50	6.25	104.17	52.08	

Form CA 803, Revised November, 1943

(Form CA 803 should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule.)

State of California

REPORT OF CANCELED WARRANTS

FROM XXX COUNTY

FOR AID TO NEEDY CHILDREN

To Accompany JANUARY 1944, Monthly Children's Aid Claim

(1) FAMILY	(2) NAME OF PAYEE GIVEN	(3) NAMES OF CHILDREN GIVEN	(4) STATE NUMBER	(5) WARRANT NUMBER	(6) WARRANT DATE	(7) MONTH AND YEAR CLAIMED	(8) WARRANT AMOUNT	(9) BASIS FOR STATE PARTICIPATION	(10) FEDERAL	(11) STATE	(12) COUNTY	(13) DO NOT WRITE IN THIS COLUMN
Burns	Helen	Hagbes, Opal	8	307	11/1/43	11/43	31.50	31.50	9.00	15.00	7.50	

Form CA 804, Revised November, 1943

CURRENT CANCELLATIONS SHOULD BE CROSSED OFF THE PAYROLL AND NOT INCLUDED IN THE TOTALS

STATE OF CALIFORNIA

REPORT OF COLLECTIONS

FROM XXX COUNTY

FOR AID TO NEEDY CHILDREN

To Accompany JANUARY 1944, MONTHLY CHILDREN'S CLAIM

(1) FAMILY	(2) NAME OF PAYEE GIVEN	(3) NAMES OF CHILDREN GIVEN	(4) STATE NUMBER	(5) DATE OF COLLECTION	(6) PERIOD COVERED BY COLLECTION	(7) REASON FOR COLLECTION	(8) TOTAL AMOUNT OF COLLECTION	(9) FEDERAL	(10) STATE	(11) COUNTY
Frye	Helen	Frye, Alice	6	1/13/44	June 1943	Voluntary	10.00	2.86	4.76	2.38

Form CA 805 (Formerly Form CA 34-DEA)

Form CA 803

Form CA 804

Form CA 805

655-50 Sec. 655-50 Partial Month Claims W&IC Secs. 1559, 1560, 1522**ANC**

In computation of a partial month claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim.

The day on which aid begins for a child and the day on which aid is discontinued are included in the number of days for which aid is claimed.

Example a: ANC in the amount of \$15 a month is approved to begin February 4. Aid for 25 days is allowed ($25/28 \times \$15$), making a total claim of \$13.39.

Example b: ANC in the amount of \$15 per month is discontinued on January 28. Aid for 28 days is allowed ($28/31 \times \$15$), making a total claim of \$13.55. (See case No. 4, Form CA 801-I.)

655-70 Sec. 655-70 Audit and Payment of Institutional Aid Claims W&IC Secs. 1559, 1560**ANC**

Institutional aid claims are audited to records in the office of the SDSW and certified to the State Controller for payment. Payment is not made by the State until after the care and maintenance of the child have been furnished and the institutional aid claim for reimbursement has been approved by the SDSW.

Payments are made in accordance with the authorization in the SDSW files at the time of audit of aid claim. Such authorization includes the approved Application (Form CA 200) and any subsequent Notices of Change (Form CA 232). These documents should be submitted promptly in order that the claim may be allowed.

655-80 Sec. 655-80 Institutional Aid Claim Correction W&IC Sec. 1560**ANC**

The SDSW notifies the institution of changes or corrections in the amount of each institutional aid claim by means of a claim correction letter. The reason for each change or correction is stated to assist the institution in correcting continuing errors and to demonstrate the correct method of computing claims. The financial records of the institution should be reconciled with the claim correction letter so that State and institutional records agree. Questions should be immediately taken up with the SDSW.

Sec. 655-00 Method of Claiming Reimbursement of Aid W&IC Secs. 1559, 1560, 1510c

655-00

ANC

ANC for children supported and maintained by institutions may be claimed by such institutions directly from the State in an amount not exceeding \$15 per month per child.

Reimbursement of such aid is allowed institutions on the basis of monthly claims made directly to the SDSW. (See Sec. 160-00, Provisions of W. & I. C. Regarding Institutional Inmates, and Sec. 160-15, Institution Inmates.)

Sec. 655-10 Forms Used in Institutional Aid Claims W&IC Secs. 1559, 1560

655-10

ANC

Institutional aid claims consist of the following forms:

1. Institutional Affidavit (Form CA 800-I), an affidavit certifying to the total amount of the claim and setting forth certain facts in relation to the validity of the claim;
2. Monthly Claim for State Aid to Needy Children (Form CA 801-I), a report of all children in the institution on whose behalf aid is claimed by the institution.

(See Forms CA 800-I and CA 801-I in Sec. 655-99, Institutional Aid Claim Forms.)

Sec. 655-20 Submission of Institutional Aid Claims W&IC Secs. 1556

655-20

ANC

Institutional aid claims shall be submitted to the SDSW immediately after the end of the month for which such aid claims are made. (For exception see Sec. 655-30, Supplemental Institutional Aid Claims.) All copies of the aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the others, that no page is missing or defaced, that the same items appear on the same page of each copy, and that related items in the various columns on the forms are in alignment.

Institutional aid claims should include all children for whom care and maintenance have been furnished for the particular month for which the claim is filed and for whom ANC has been approved. These cases shall be listed in State case number order.

Sec. 655-30 Supplemental Institutional Aid Claims W&IC Sec. 1556

655-30

ANC

Supplemental claims may be submitted for cases which had not been approved by the SDSW at the time the regular monthly claim was submitted. In such instances, a separate supplemental claim shall be prepared which shall clearly indicate the month or months for which aid is being claimed on each case. The supplemental claim shall be attached to a regular current month's claim and shall be submitted to the SDSW under one affidavit.

Example: In January, 1944, an application is approved by the SDSW for aid to begin on November 1, 1943. January aid is claimed on the regular January claim. One supplemental claim is prepared for November and December which clearly indicates the amounts being claimed for each month. Both the supplemental claim and the regular January claim are submitted under the January affidavit.

Sec. 655-40 Identification on Institutional Aid Claims W&IC Secs. 1559, 1560

655-40

ANC

The following information shall be included on each Monthly Claim for State Aid to Needy Children (Form CA 801-I): institution filing claim; month and year for which such aid claim is filed; State case number; family and given name of children; effective date of discontinuance (if any); amount received for specific support of a child from other than public funds for time claimed; time claimed (when less than a full month); amount due from State for each child.

FORM CA 801-I

FORM CA 801-I—January, 1943

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE**Monthly Claim for State Aid to Needy Children***As Provided in Chapter 1 of Part 2 of Division II of the Welfare and Institutions Code and Amendments Thereto*SUPPORTED BY _____ (Name of Institution) } Institution
ADDRESS _____ (Address of Institution) } California

Month of JANUARY 1944

(1) DEPARTMENT OF SOCIAL WELFARE NUMBER	(2) NAME OF CHILD Family Given	(3) WHEN AID CEASED DATE	(4) AMOUNT RECEIVED FOR SPECIFIC SUPPORT OF CHILD OTHER THAN FROM PUBLIC FUNDS FOR TIME CLAIMED	(5) TIME CLAIMED DAYS	(6) DUE FROM STATE FOR ABOVE MONTH	(7) REASON FOR CORRECTION (Reserved for State Department of Social Welfare)
1	SMITH, Charles		-0-		15.00	1
2	JONES, Virginia		-0-	25	12.10	2
3	ROGERS, Roy		5.00		15.00	3
4	HOFFMAN, Sally	1/28	-0-	28	13.55	4
						(See Example B, Sec. 655-50, Partial Month Claims)
					55.65	5
						6
						7
						8
						9
						10
						11
						12
						13
						14
						15
						16
						17
						18
						19
						20
4	HOFFMAN, Sally	NOVEMBER, 1943			15.00	21
						22
4	HOFFMAN, Sally	DECEMBER, 1943			15.00	23
						24
						25
						26
						27
						28
						29
						30

SUPPLEMENT FOR PRIOR MONTHS

Submit in Duplicate to the State Department of Social Welfare, Sacramento, at the End of Each Calendar Month.

TO BE ACCOMPANIED BY AFFIDAVIT FORM CA 800-I

Page No. _____

Sec. 655-99 Institutional Aid Claim Forms W&IC Sec. 1556

655-99

ANC

FORM CA 800-I

State of California

Forward two copies to
State Department of Social Welfare
Sacramento, California

AID AFFIDAVIT

From (Name of Institution)
Give full name of institution
Address (Address of Institution)

For the Support of

NEEDY CHILDREN MAINTAINED IN INSTITUTIONS

(As provided under Section 1557 of the Welfare and Institutions Code)

Month of JANUARY 1944 Fiscal Year
(State use only)

	Total Number of Children Reported	Amount Claimed from State (Total Column 6, Form CA 801-1)
For Current Month	4	\$ 55.65
For Prior Months	1	\$ 30.00
	TOTAL	\$85.65

(Approval Stamp)

STATE OF CALIFORNIA)
County of XXX) ss.

I, Jane Doe, being duly sworn, depose and say:
That I am the Superintendent of the aforesaid institution;
that the names of the orphans, half-orphans, abandoned children, and children of
incapacitated or tuberculous fathers for whom support is claimed are correctly
listed on the attached claim; that the total number of children and the amount
claimed are true and correct as reported above; and that, to the best of my
knowledge and belief, the authorities of the institution have complied with all
the provisions of Chapter 1 of Part 2 of Division 11 of the Welfare and Institu-
tions Code and amendments thereto.

(Signature) Jane DoeSubscribed and sworn to before me this 1st day of January, 1944Doris Doakes

Notary Public

FORM CA 800-I—Effective January 1, 1944
Institution affidavit to accompany
Monthly Claim for Aid (Form Ca 801-1)

(SEAL)

Title

CASH CLAIM-AID

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

March 1, 1944

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

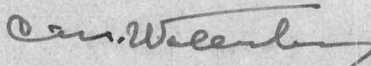
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulation, currently effective, made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,



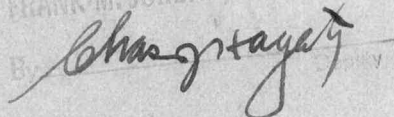
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encls.

FILED
In the office of the Secretary of State
of the State of California

MAR 2 1944

FRANK M. JORDAN, Secretary of State



1944 MAR 2 AM 11 11

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616 K STREET

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WASHINGTON BUILDING
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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 3, 1944

SOCIAL WELFARE BOARD
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

JOHN C. CUNEO
922 J STREET
MODESTO

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

GERALD C. KEPPLER
135 NORTH BRIGHT AVE.
WHITTIER

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

JOHN T. MARTIN
1170 SEVENTH AVE.
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

DEPARTMENT BULLETIN NO. 143 REVISED-A SUPPLEMENT

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

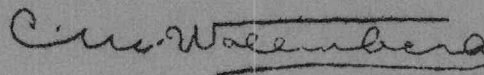
Subject: Old Age Security
Need in Excess of the Basic Grant

The following section of Department Bulletin No. 143 Revised-A relating to the establishment of needs in excess of the basic continuing needs is hereby added. Sections not amended by this bulletin remain as in Department Bulletin No. 143 Revised-A, except that \$50 should be substituted for \$40 as shown therein.

Computation of the Grant in Whole Dollars in Excess Need Cases

In determining the amount of aid to which a person is eligible, total income shall be deducted from total need. If the difference between total need and total income is in odd cents, the grant may be computed in that figure which represents the next highest whole dollar. In no case may the grant of aid exceed \$50 a month.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

(Authority: Sec. 2020.01 and 2140, Welfare and Institutions Code)

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

March 3, 1944

LOS ANGELES OFFICE
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DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

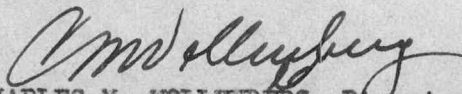
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulation,
currently effective, made by the State
Department of Social Welfare.

This regulation is filed in accordance
with Article 21 of Chapter 3 of Title I
of Part 3 of the Political Code as amended
by Chapter 628, Statutes of 1941.

Very sincerely yours,

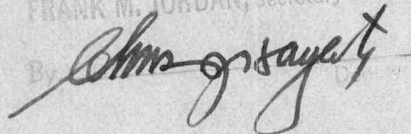


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encls.

FILED
in the office of the Secretary of State
of the State of California

MAR 4 - 1944
FRANK M. JORDAN, Secretary of State



1944 MAR 4 AM 10 10

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616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 3, 1944

SOCIAL WELFARE BOARD
MRS. MARY E. BARKWILL
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JOHN C. CUNEO
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JOHN T. MARTIN
1170 SEVENTH AVE.
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

DEPARTMENT BULLETIN NO. 144 REVISED-B SUPPLEMENT

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

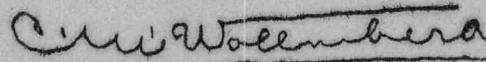
Subject: Aid to Needy Blind
Need in Excess of the
Basic Grant

The following section is hereby added to Department Bulletin No. 144 Revised-B relating to the establishment of needs in excess of the basic continuing needs.

Computation of the Grant in Whole Dollars in Excess Need Cases

In determining the amount of aid to which a person is eligible total income shall be deducted from total need. If the difference between total need and total income is in odd cents the grant may be computed in that figure which represents the next highest whole dollar. In no case may the grant of aid exceed \$50 a month.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

(Authority: Sec. 3075 and 7084, Welfare and Institutions Code)

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

STATE OF CALIFORNIA

MRS. MARY E. BARKWILL
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Department of Social Welfare

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2816 OAK KNOLL TERRACE
BERKELEY

CHARLES M. WOLLENBERG
DIRECTOR

JOHN C. CUNEO
922 J STREET
MODESTO

Sacramento

March 30, 1944

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
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LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

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DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

In the office of the Secretary of State
of the State of California

MAR 31 1944

FRANK M. JORDAN, Secretary of State

By *Ed. L. Smith*
Deputy

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

Heretofore sources for sections have been indicated after the title of each section. Sources are now listed at the end of a paragraph or the last paragraph of a series of paragraphs, to which it is applicable.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encls.
52:219

1944 MAR 31 PM 3 33

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
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SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 27, 1944

SOCIAL WELFARE BOARD
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

JOHN C. CUNEO
922 J STREET
MODESTO

WILFORD H. HOWARD
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JOHN T. MARTIN
1170 SEVENTH AVE.
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

1297

FILED
In the office of the Secretary of State
of the State of California

MAR 31 1944

FRANK M. JORDAN, Secretary of State

Ed Labovitz
Deputy

MANUAL LETTER NO. 49

The material you receive herewith is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers cancelled on the separators for the revised chapters:

Welfare Personnel Standards	Revisions 37, 38
General Provisions	Revisions 11, 12
Residence - Table of Contents	Reissued
Real Property	Revisions 57, 58, 59
Personal Property	Revisions 47, 48, 49
Institutional Inmates	Revisions 16 thru 28
Relatives	Revisions 19 thru 26
Social Data Record Card	Revision 1
Continuing Services	Revisions 23, 24
Financial Procedures	Revisions 59 thru 63
Child Welfare Services	Revision 3
Glossary	Revisions 12 thru 16

These revisions, some of which were necessitated by the 1943 amendments, were approved by the Social Welfare Board on February 23, 1944.

Two changes have been made, on an experimental basis, in the method of presenting this Manual material. The material is mimeographed in order to release it more quickly. Sources have been added to each section to indicate the authority which is the basis for the rules and regulations of the department. The source is cited after the last paragraph in a sequence of paragraphs to which it is applicable.

Your attention is directed particularly to the following:

Sec. 071-20 allows for greater flexibility in the administration of a compensation plan, and sets forth the policy regarding salary advancements resulting from promotions and changes in salary ranges.

Sec. 102-70 sets forth the present policy regarding release of information to selective service boards, in accordance with AGO NS5243. The policy regarding written authorizations is also clarified.

Sec. 102-73 lists the documents which may be reviewed when a dispute arises in OAS. The Responsible Relative form (AG 225) is no longer included among these documents.

Sec. 131-18 has been added to set forth the new policy in OAS regarding ownership of real property by a separated spouse with AGO NS5202. This section also includes the content of former Sec. 131-20 which is deleted.

Sec. 143-37 contains an amplification of the policy regarding verification of a joint bank account.

Sec. 146-15 sets forth the new policy on personal property held in escrow in accordance with AGO NS5149.

Sec. 162-00 as revised contains the last two paragraphs of Sec. 164-40. The latter section has been deleted.

Sec. 163-55 relating to determination of per capita cost has been changed in accordance with the 1943 OAS law and AGO NS5220.

Sec. 163-85 contains the revised policy regarding the demand for room and board by an institution.

Sec. 164-10 now covers eligibility for temporary hospital care in ANC, as well as in OAS, in accordance with the 1943 ANC law. The title has been changed.

Sec. 164-20 liberalizes and simplifies the determination of eligibility for hospital care in ANB and APSB in accordance with AGO NS4700. The title has been changed.

Sec. 172-00 attempts to clarify the definition of net income of responsible relatives in OAS and eliminates the former 10% rule in reference to expenses attributable to employment.

Sec. 172-02 is a new section which sets forth the Relatives' Contribution Scale as amended July, 1943. The scale was formerly included in Section 172-00.

Sec. 172-05 provides that the Relatives' Contribution Scale, (Sec. 172-02), may be used in ANB and APSB at the discretion of the county, in order to simplify administrative procedures.

Sec. 361-40 has been changed to clarify the procedure regarding discontinuance after examinations by the State Ophthalmologist.

Secs. 670-75, 670-80, 670-85, 670-90 and 671-25 are new sections while Sec. 671-20 is a revised section. They all attempt to clarify and amplify the policy regarding repayments of aid in accord with AGO NS4473.

Secs. 131-20, 163-30, 163-45, 164-40, 164-45, 671-00, and 671-30 have been deleted.

The Glossary has been revised to include new abbreviations for some of the sources used and to include definitions of Fraud and Mistake of Fact.

The issuance of this material renders obsolete all of Department Bulletins #215 and #231, relating to inmates of fraternal, benevolent, and other non-profit institutions. Certain portions of Department Bulletin #211 are rendered obsolete as follows:

Page 2, paragraphs 4, 5, and 6, and all of page 3, due to issuance of Secs. 102-73 and 102-75.

Page 13, and page 14, paragraphs 1 and 2, are obsolete due to the present revision of Sec. 164-10, and to the revision of Sec. 362-40, released with Manual Letter #45 on December 6, 1943.

Pages 19 and 20 are rendered obsolete as the law quotations are included in the Welfare and Institutions Code, now available in printed form through the Bureau of Printing, Documents Division, 214 State Capitol, Sacramento.

Page 21 becomes obsolete in its entirety with the inclusion of the content of paragraph 3 in Sec. 172-00.

Page 32 is obsolete due to the revisions to Sec. 172-00.

Portions of existing bulletins which have been rendered obsolete by the issuance of this material should be so marked.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

Sec. 070-55 WPS

ADOPTION OF
CLASSIFICATION
PLAN

The proposed classification plan, and any changes therein or additions thereto, shall be submitted by the Director after review to SSWB for action. The classification plan shall, when adopted by SSWB, constitute Part II of this regulation.

Thereafter, class titles so established shall be used in all personnel and financial records, in all communications, and in all examination procedures. (W&IC 119.5, 119.6)

Sec. 070-60 WPS

ALLOCATION OF
POSITIONS

Each position in county agencies shall be allocated to one of the classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided.

All positions substantially similar as to duties performed and responsibilities exercised by incumbents of such positions and as to the qualification requirements as shown in class specifications shall be allocated to same class.

Thereafter, as additional classes are established or existing classes are abolished or changed, such necessary allocation or re-allocation shall be made to new or existing classes as is necessitated thereby. (W&IC 119.5, 119.6)

Sec. 070-65 WPS

REVISION OF
CLASSIFICATION
PLAN

Existing classes of positions may be abolished or changed or new classes added, in the same manner as the classification plans were originally adopted. (W&IC 119.5, 119.6)

Sec. 070-70 WPS

INCUMBENTS OF
REALLOCATED
POSITIONS

When a position is reallocated by county appointing authority to a different class, incumbent shall not be deemed eligible to continue in the position unless he would have been eligible for original appointment, promotion, transfer, or demotion to a position of the new class while serving in the position as previously allocated. If ineligible to continue in such position, he may be transferred, promoted, or demoted by appropriate action in accordance with such provision of these rules as SSWB may deem to be applicable. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules regarding separations shall apply. (W&IC 119.5, 119.6)

Sec. 070-35 WPS

PERSONNEL OFFICER

Personnel Officer shall be a staff employee of SDSW, and shall be responsible to the Director, and through the Director to the SSWB. It shall be his responsibility:

1. To develop and put into effect procedures for carrying out personnel policies.
2. To participate in the preparation of and to administer the classification plans and compensation plans;
3. To maintain personnel records of all persons employed and records of all personnel actions;
4. To request certifications of eligibles from examining agency;
5. To report to the Director on selection of eligibles, promotions, salary advancements, demotions, transfers, dismissals, resignations, and all types of appointments;
6. To affirm retention or dismissal of probationary employees at close of probationary period in accordance with specific recommendations received from appointing authority concerned;
7. To record all dismissals of probationers resulting from failure or unwillingness of appointing authority to specifically recommend attainment of permanent status for employees concerned;
8. To provide and administer a system of service ratings;
9. To make a report at least semi-annually on personnel activities of the agencies;
10. To notify examining agency, as promptly as practicable, regarding vacancies which may occur in the agencies;
11. To perform such other duties as are prescribed by these rules. (W&IC 119.5, 119.6)

Sec. 070-50 WPS

PREPARATION OF
CLASSIFICATION
PLAN

The SSWB shall establish a comprehensive classification plan for all positions in the classified service.

The plan shall be based on investigation and analysis of duties and responsibilities of each position and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, classification plan shall include for each class of position an appropriate title, a description of duties and responsibilities, and minimum requirements of training, experience, and other qualifications. (W&IC 119.5, 119.6; FSSB)

Sec. 071-15 WPS

ADMINISTRATION
OF COMPENSATION
PLAN

The compensation plan shall constitute the official schedule of all salaries for all classes of positions in the county agencies. All salaries shall conform to the approved compensation plan and shall be at one of the salary levels for the class. Entrance salary for any employee shall be at minimum salary for the class to which he is appointed except that for the duration of the war emergency, appointments may be made at either one or two steps higher than the minimum salary of the compensation plan as adopted and in effect for that county agency to which incumbent is appointed, providing the following conditions apply:

1. No original appointment shall be made at a salary higher than the minimum of that class unless all persons standing higher on the eligible list who have been offered the appointment, are first offered the higher rate.
2. When an original appointment is made at a salary higher than the minimum of that class, all employees in the same class in that county agency shall be at the same or at a higher rate in the salary range at which the original appointment is made, unless the original appointment at a salary higher than the minimum for that class has been justified in accordance with this section.

When circumstances warrant, in cases of original appointment, transfers, promotions, or reinstatements upon recommendation of appointing authority, the SDSW may approve payment of a salary at more than two steps above the minimum rate for the class, provided that it is at one of the intermediate rates or at the maximum rate, but not in excess of the maximum rate for the class. In cases of original appointment, appointment may be made at the rate nearest the employee's salary prior to his appointment, but within the range for the class to which he is appointed.

An employee who is promoted shall have his salary raised to at least the initial rate of pay for his new class. In event his present salary falls within the range for his new class, no change in his existing rate shall be made at time of promotion.

An employee who is demoted shall have his salary reduced to at least the maximum rate for his new class.

An employee who is transferred to a position in a class with same entrance salary shall be paid at his present rate, or at next higher rate in case there is not exact conformity between the two intervening rates in salary ranges of the classes.

If a former employee is reinstated in same position previously held or to one carrying a similar salary range, his salary shall not be higher than his salary at time of his separation, unless there has been an increase within the salary range.

Sec. 070-75 WPS

CLASS
SPECIFICATIONS

For each class specification established by the SSWB, the SDSW shall maintain official class specifications as approved by the SSWB.

1. Official class title.
2. Definition of the class, indicating, in terms of duties, responsibilities, and/or place in the organization, positions to be included in and excluded from the class.
3. Statement of typical tasks to be performed by those holding positions allocated to the class.
4. Statement of minimum qualifications for determining fitness and qualifications of employees for each class of position and for temporary appointments and for applicants for examinations, which may include education, experience, knowledge, skills, ability, and personal and physical traits and characteristics.
5. Additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
6. The adopted schedule of pay for the class. (W&IC 119.5, 119.6; FSSB)

Sec. 071-00 WPS

ESTABLISHMENT OF
COMPENSATION
PLAN

The SSWB shall adopt a comprehensive compensation plan for all classes of positions. The plan shall include salary schedules for the various classes with salary of each class consistent with responsibility and difficulty of work as outlined in job specifications and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities in like counties. With the restriction of Sec. 071-20, Salary Advancements, such compensation plan shall include for each class of position, a minimum and a maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service. In arriving at such salary ranges there shall be taken into consideration the advice and suggestions of appointing authorities and county officials, county ordinances or other laws, and prevailing rates of pay in other public employment and in private business, and the current cost of living. (W&IC 119.5, 119.6; FSSB)

Sec. 071-10 WPS

ADOPTION OF
COMPENSATION
PLAN

The proposed compensation plan, or any changes therein, shall be submitted to the SSWB for its consideration, approval and formal adoption. Salary ranges for classes of positions shall be amended or abolished in same manner as they are adopted. (W&IC 119.5, 119.6)

Sec. 071-50 WPS

CHARACTER OF
EXAMINATIONS

Examinations may be written, or written and oral, or in the form of a practical demonstration of skill and ability or any combination of these. Any investigation of education, experience, character, or identity, and any test of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the examining agency, serve to this end, may be employed.

Examinations shall be practical in nature, and shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing as well as his general background and related knowledge. Examinations shall be rated objectively. In the construction of examinations for positions involving important technical functions, the examining agency shall consult with the SDSW and specialists in the various subject matter fields, such specialists selected with the advice of the SDSW. (W&IC 119.5, 119.6; FSSB)

Sec. 071-55 WPS

TYPES OF
EXAMINATIONS

Examinations shall be of two types: (a) qualifying and (b) competitive, consisting of open competitive and promotional.

Qualifying examinations shall be open to the personnel of county agencies who have been continuously employed since a date prior to January 1, 1940. Each such person shall take the examination for the class to which his position is allocated by the SSWB and must attain the required standard of proficiency in order to retain his present position. Such employees will not be obliged to meet the entrance requirements established for their positions as described in Sec. 071-10, Employees Appointed Prior to Date of Adoption of These Rules.

Open competitive examinations shall be open to all persons who meet the entrance requirements established for the examinations. (W&IC 119.5, 119.6; FSSB)

An employee who, on the effective date of the compensation plan, is occupying a position for which the salary is in excess of the maximum of the salary range chosen by the county appointing authority; i.e., either the master pay range or the supplemental pay range, may be permitted to retain the salary in excess of the maximum during the period of his employment. However, when this position is vacated, it shall be filled at a salary in accordance with the provisions of this section. (W&IC 119.5, 119.6; FSSB)

Sec. 071-20 WPS

SALARY ADVANCEMENTS

Annual salary advancements shall not be automatic but shall be dependent upon the specific recommendation of the appointing authority and shall be based upon standards of performance as indicated by seniority and service ratings or other pertinent data.

Salary advancements may be permitted at intervals of three months or more.

Special salary advancements may be permitted at intervals of less than three months in cases of emergency or exceptionally meritorious service.

All salary advancements other than annual salary advancements shall be permitted only upon the written request and justification by the appointing authority and with the written approval of the SDSW. (W&IC 119.5, 119.6)

All salary advancements shall remain within the salary range for the class and shall be at one of the salary levels for the class.

If an employee is promoted to a higher classification by means of certification or non-competitive promotion, he is entitled to receive the minimum rate of pay of the higher classification or the rate of pay identical to that which he received prior to his promotion, providing such rate of pay is equal to or higher than the minimum rate of the higher classification, or he may be advanced to the next higher step in the salary range of the higher classification.

If the salary range of a given classification is changed, the employees in this classification shall receive the rate of pay within the new salary range identical to that which they were receiving prior to such change in the salary range, or in the event the rate of pay received prior to the change in the salary range does not fall on a specific step of the new salary range, they may be advanced to the next higher step in the new range. (FSSB)

Regular annual or semi-annual periods following the filing of service ratings of employees shall be established for review of all employee records for the purpose of salary advancements. (W&IC 119.5, 119.6)

9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination. (W&IC 119.5, 119.6; FSSB)

Sec. 071-80 WPS

FILING
APPLICATIONS

All applications shall be made upon official blanks furnished by examining agency filled out as therein directed, and filed in office of examining agency on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Applicants taking more than one examination shall file a separate and complete application for each such examination unless otherwise specified in the examination announcement.

Such applications shall include a statement from the applicant of all pertinent information regarding his training, experience, and age; and in addition, the examining agency may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other evidence of identification which is deemed necessary.

All applications shall be signed, and the truth of all statements contained therein certified by such signature.

All applications and examination papers are confidential records of examining agency and under no circumstances will they be returned to applicants. (W&IC 119.5, 119.6)

Sec. 071-85 WPS

QUALIFICATION
OF APPLICANTS

Applicants shall:

1. Be citizens of the United States for permanent merit system employment; however, nationals of nations now allied with or at peace with the United States are eligible for emergency, provisional, or war duration employment. (LC 1944.1)
2. Be legal residents of California for at least one year prior to the date of examination unless the residence qualifications are specifically waived by the SSWB.
3. Possess all entrance requirements specified in minimum qualifications established for class.

Sec. 071-60 WPS

CONTENTS OF QUALIFYING AND OPEN COMPETITIVE EXAMINATIONS

Examinations shall include:

1. Practical written tests as an integral part of all examinations. For exception, see Sec. 075-35, Noncompetitive Promotions;
2. A competitive performance test for stenographic and typing positions and a qualifying performance test for other positions involving the operation of office machines;
3. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;
4. Qualification appraisals for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

After consultation with the SSWB the examining agency shall assign definite weights to each part of the examination and such weights shall be included in each public announcement of the examination. (W&C 119.5, 119.6; FSSB)

Sec. 071-65 WPS

NOTICE OF EXAMINATIONS

The examining agency shall give public announcement of all examinations at least three weeks in advance of the closing date for receipt of applications. Every reasonable effort shall be made to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout State and copies shall be sent to newspapers of State-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as examining agency may deem expedient.

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;

12. He has otherwise violated provisions of these rules.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet preliminary requirements shall be notified by letter addressed to his last-known address sufficiently in advance of the examination to allow for submission of additional evidence to examining agency.

Any person whose name is removed from an eligible list may appeal to SSWB for reconsideration. (SEE SEC. 076-60, APPEAL FROM REMOVAL FROM ELIGIBLE LIST.) (W&IC 119.5, 119.6; FSSB)

Sec. 072-00 WPS

CONDUCT OF EXAMINATIONS

Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The examining agency may designate such monitors as may be necessary to conduct examinations under prescribed instructions.

The identity of persons taking competitive written examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the examining agency to each applicant. Any examination papers bearing name of applicant or identification other than an identification number shall be rejected. In cases of rejection, examining agency shall promptly notify applicant.
(W&IC 119.5, 119.6)

Sec. 072-05 WPS

RATING EXAMINATIONS

The examining agency shall determine the results of each applicant's examination in accordance with the weights for the several parts established by the examining agency in conformity with these rules as set forth in the examination announcement. All applicants in the same examination shall be accorded uniform and equal treatment in all phases of the examination procedure except that applicants who are eligible for veterans' preference shall be given additional credit in open competitive examinations in the manner outlined in this section.

In the case of all open competitive examinations, veterans with thirty days or more of service, who become eligible for certification from eligible lists by attaining the passing mark established for the examination, shall be allowed an additional credit of five points, which shall be added to the percentages attained in such examinations by such veterans, and they shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after such credit of five points shall have been added.

4. Be of good moral character, of temperate habits, and in all respects mentally and physically competent to perform duties of position for which candidate is competing.
(W&IC 119.5, 119.6)

Sec. 071-95 WPS

DISQUALIFICATION
OF APPLICANTS

Under the supervision and direction of the SSWB, examining agency may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from an eligible list, or refuse to certify any eligible on an eligible list if:

1. He is found to lack any of the preliminary requirements established for the examination for the class of position;
2. He is so disabled as to be rendered unfit for performance of duties of the class;
3. He is addicted to use of narcotics or habitual use of intoxicating liquors to excess;
4. He has been convicted of any infamous crime or other crime involving moral turpitude;
 - a. When offense was a misdemeanor, Personnel Officer may recommend to Director that disqualification under this section shall not be effected;
 - b. When offense was a felony, Personnel Officer shall secure and submit to Director complete information on the facts surrounding the case, the Director shall then decide whether disqualification under this section shall be effected;
 - c. When an applicant has been convicted of commission of a felony and it is decided that disqualification under this section is not effected, notice of such fact shall be given to appointing authority whenever applicant's name is certified for appointment.
5. He has made false statement of material fact in his application;
6. He has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;
7. He has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment;
8. He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;
9. He has failed to submit his application correctly or within prescribed time limits;
10. He has taken part in compilation, administration, or correction of the examinations;
11. He subscribes to subversive principles or advocates overthrow of or change in the form of government now existing in the United States and the State of California by any means other than as provided in the respective constitutions thereof;

Sec. 072-15 WPS

INVESTIGATIONS

Before rating training and experience or prior to certification from eligible list, examining agency may, and for positions involving important administrative and executive functions shall, investigate applicant's training and experience to verify statements contained in his application form and to adduce evidence regarding his character and fitness. If this investigation produces information affecting the rating of training and experience, examining agency shall rate or rerate the applicant's record accordingly, and make necessary adjustments in eligible list. The applicant shall be promptly notified of such rerating. (W&IC 119.5, 119.6)

Sec. 072-20 WPS

QUALIFICATIONS
APPRAISALS

In examinations where education, experience and personal qualifications of candidates are to be rated as part of the total examination for a position, examining agency shall appoint one or more Qualifications Appraisal Boards as needed. A Qualifications Appraisal Board shall consist of persons known to be interested in improvement of public administration and in selection of efficient government personnel, and at least one of whom shall be technically familiar with character of work in position for which applicant will be examined. In the event of a shortage of qualified persons available to assist in conducting interviews, officers or employees of a county welfare department who are qualified may be selected to serve on a Qualifications Appraisal Board by the examining agency, but said officers or employees shall not rate any employee who, at the time of the interview, is working for the same county welfare department as the member of the Qualifications Appraisal Board. No person holding political office, nor any officer or committee member of any political organization, nor any person actively engaged in the work of any political organization, shall serve as a member of any such board. If practicable, all applicants qualifying for same class shall be rated by same Qualifications Appraisal Board. (W&IC 119.5, 119.6; FSSB)

Sec. 072-25 WPS

NOTICE OF
EXAMINATION
RESULTS

Each applicant shall be notified in writing by examining agency of his final rating as soon as rating of examination has been completed and eligible list established.

Proof of eligibility for veterans' preference shall be submitted not later than the date of the examination by filing such proof in the form prescribed by the SSWB.

All ties shall be decided in favor of veterans. In the case of promotional examinations, no credit for veterans' preference shall be allowed to veterans.

It is the purpose of this section to give preference to all persons who have served the Government and the people in the Army, Navy, Marine Corps, Revenue Marine Service, or as active nurses in the American Red Cross or the Army and Navy Nurse Corps, and particularly to persons who have rendered such service during the Ally-Germanic War, the Spanish-American War, the Phillippine insurrection, the Boxer uprising, the Indian wars, or the Civil War.

Examining agency shall utilize appropriate scientific techniques and procedures in rating results of examinations and in determining final scores of competitors. In determining the system for rating results of examinations, examining agency shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list. (W&IC 119.5, 119.6; FSSB)

Sec. 072-07 WPS

APPLICANT MAY BE
PLACED ON LIST
FOR LOWER CLASS

Where an examination is being held for any given class, the examining agency may place an applicant on a list for the lower class, if in its opinion the applicant is qualified to fill lower class of position but is not qualified to fill the higher position; provided, however, that an examination has been announced and is in progress for said lower class. An applicant applying for an examination on a promotional basis may in same manner and under similar conditions be passed in an open examination if such is in process at same time. (W&IC 119.5, 119.6)

Sec. 072-10 WPS

RATING TRAINING
AND EXPERIENCE

If training and experience form a part of the total examination, examining agency shall determine a procedure for evaluation of training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to pertinency of the training. This procedure shall allow for substitution of training for experience, and experience for training, within limits stated in class specifications. (W&IC 119.5, 119.6; FSSB)

In ANB and APSB, all papers and records pertaining to his case on file in the SDSW or in the county office shall be open to inspection at any time during business hours by the applicant or his attorney or agent. (W&IC 3079, 3460)

In OAS see Sec. 102-73. Release of Information in Disputed Cases, for provisions regarding release of information in cases of dispute.

In case of subpoena of records by a court, the attention of the court shall be called to the provisions of the WIC. (W&IC 1560, 2140, 3075, 3460)

Sec. 102-73 OAS

RELEASE
OF
INFORMATION
IN
DISPUTED
CASES

In case of dispute regarding OAS the application (Form Ag 200) and supporting documents pertaining to his case on file in the SDSW or in the county or elsewhere shall be open to inspection at any time during business hours by the applicant or recipient or by his attorney or agent upon proof of his designation as such attorney or agent. (W&IC 2014)

"Dispute" refers to any situation in which the applicant or recipient or his designated representative is in disagreement as to the grant of aid, as to reasons for denial of aid, as to the dates on the application or other documents, or any other facts relating to the application, grant or denial of aid.

"Supporting documents" refers to documents necessary to determine the grant or denial of such grant, and include the following:

1. Application (Form Ag 200) and Recipient's Affirmation of Eligibility (Form Ag 206).
2. Verification of age, residence, citizenship.
3. Verification of ownership of real or personal property, cash, etc.
4. Verification of income.
5. Certificate of Eligibility (Form Ag 201) reporting the action of the board of supervisors on the application, and Notices of Change (Form Ag 232) reporting increase, decrease, discontinuance, or restoration of an award. (W&IC 2140)

Sec. 102-70 OAS, ANB, APSB, ANC

APPLICATIONS
AND
RECORDS
SHALL
BE
CONFIDENTIAL

Applications and records concerning any individual made or kept by any public officer or agency shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of the OAS, ANB, APSB or ANC law.

Whenever a person, other than the applicant, recipient or appellant involved, or an organization, requests any information regarding an applicant, recipient or appellant, the confidential nature of such records shall be explained. The fact that some service is rendered by the inquirer to the recipient or his family is not justification for the release of information. Each request and each determination to release information shall be tested in accordance with the provisions of this section. (W&IC 118, 118.1, 3460 AGO NS 4396)

Information may be disclosed only when the purpose of the request is known and it is apparent that the disclosure is directly connected with the administration of OAS, ANB, APSB or ANC. It may not otherwise be disclosed except upon written authorization of the applicant, recipient or appellant or upon a request from a selective service board, when assurance of reasonable precautions to protect the confidential nature of records is given by that board. (AGO NS 5243)

When, in a verbal discussion, the applicant, recipient or appellant is present with the purported agent written permission authorizing release of information to the agent is not necessary.

The period of time for which an authorization is effective is dependent upon its wording. An authorization reading in part, "application and/or, aid and/or appeal" is good until revoked, while an authorization reading "relating to my appeal" refers only to the appeal, and automatically expires at the time of disposition of the appeal. The material to be released to the agent depends likewise upon the content of the authorization.

An authorization may be made to an individual, corporation or association. Such authorization shall be honored provided the person presenting it is identified, to the satisfaction of the county, as being the individual or a bona fide representative of the corporation or association. (W&IC 1560, 2140, 3075, 3460)

No person shall publish or disclose or permit or cause to be published or disclosed any list of persons receiving public assistance.

Any violation of the provisions set forth in Secs. 118 and 118.1 of the W&IC constitutes a misdemeanor. (W&IC 118, 118.1)

Sec. 102-80 ANC

TRANSPORTATION
OF NEEDY
CHILDREN OUT-
SIDE STATE

A county may transport children who are receiving or are eligible to receive ANC to proper homes outside the State when such homes are offered. The State shall pay one-half of the total expense necessarily incurred in effecting such transportation. (See SEC. 235-95, INVESTIGATION OF TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE.) (W&IC 1580)

Sec. 102-90 OAS

VIOLATION OF
PROVISIONS
OF OAS LAW

Any person who knowingly violates any provision of the OAS Law for which no penalty is specifically provided is guilty of a misdemeanor. (W&IC 2008)

Sec. 102-75 OAS

RECORDS
AVAILABLE
FOR PUBLIC
USE

The OAS law, and all regulations of the SDSW relating to OAS shall be available for inspection by the general public in every county welfare department office (including district offices) and in such additional offices as the board of supervisors may designate. (W&IC 2015)

This file marked "For Public Use" shall contain the following material:

1. Copy of the OAS law.
2. Copy of Division 1, of the W&IC Administration of Welfare and Institutions, Chapter 1, SDSW.
3. Manual of Policies and Procedures of the SDSW.
4. Department Bulletins not superseded by rulings appearing in the Manual of Policies and Procedures.

It is the responsibility of the county to keep the "For Public Use" file up to date. Inspection by the general public shall be made on the premises. (W&IC 2140)

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Sec. 131-00 OAS, ANB, APSB, ANC

DETERMINATION OF
OWNERSHIP OF
REAL PROPERTY

Ownership of real property must be verified in order to establish that property holdings are within the limitations established in the code for the particular category of aid.

Ownership of property is revealed by a search of current property rolls. (SEE SEC. 135-40 REAL PROPERTY SEARCH) There will be occasions in which search of property rolls will indicate ownership of property which does not belong to the applicant. In absence of conflicting information, affidavit of applicant stating that he is not the owner of property in question is acceptable. Proof that he is not the owner is necessary in cases of conflicting information. The affidavit of an applicant regarding recent disposal of property is not in itself proof of eligibility. It is subject to verification. (W&IC 1560, 2140, 3075, 3460)

Sec. 131-05 OAS, ANB, APSB, ANC

OWNERSHIP OF
REAL PROPERTY

The term "owner" includes all persons who hold legal title to property. It also includes the vendor (i.e., the seller) and the vendee (i.e., the buyer) of real property under a contract of sale.

Property is considered owned if it is held:

1. Clear of all indebtedness;
2. Subject to mortgage, deed of trust, etc.
3. Subject to sale to another party under contract of sale;
4. Subject to purchase from another party under contract of sale;
5. As a homestead;
6. In a life estate contract;
7. In an undistributed estate provided the property is in fact available prior to distribution;
8. In OAS, under lease for a period of not less than ten years and used for a place of residence of the lessee.
(W&IC 1521.5, 2163.1, 2163.5, 3047.5, 3448; CC 678; AGO NS704, NS778, NS1469, NS2387, NS4943)

Real property may be owned:

1. As separate property;
2. As community property;
3. In joint tenancy;
4. In tenancy in common;
5. In a partnership;
6. By a corporation. (CC 669 ET SEQ)

Sec. 130-10 ANB, APSB

REAL PROPERTY,
ANB AND APSB
LAWS

Aid shall not be received by any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances of record, is in excess of \$3000. (W&IC 3047, 3447)

An applicant's share of any estate, which share has not been distributed and of which he has no present economic use does not constitute property. (W&IC 3047.5, 3448)

Sec. 130-15 ANC

REAL PROPERTY,
ANC LAW

No aid shall be granted or paid to any child who owns, or whose parent owns, real property the combined assessed value of which, as assessed by the county assessor, exceeds \$3000 at the time application for aid is made, or while in receipt of such aid. (W&IC 1520)

A child's share of any estate, which share has not been distributed and of which he has no present economic use, does not constitute property. (W&IC 1521.5)

Sec. 130-25 OAS, ANB, APSB, ANC

REAL PROPERTY
VS. PERSONAL
PROPERTY

In considering eligibility from the point of view of property, the county must first determine whether property is real or personal. The general distinction has been made that real property is immovable while personal property is movable. For purposes of OAS, however, any place of abode of an applicant or recipient, whether house, boat, trailer, or other habitation, shall be considered real property. (W&IC 1560, 2140, 2163.7, 3075, 3460; CC 657)

Sec. 131-12 ANB, APSB

OWNERSHIP OF
SEPARATE AND
COMMUNITY REAL
PROPERTY

Determination of the status of all real property as separate or community is necessary in ANB and APSB. Only the separate property of applicant and his share of community property is considered in determining eligibility. All property which an applicant and his spouse hold is presumed to be community property unless applicant can give satisfactory evidence to the contrary.

Responsibility rests with applicant to present proof or supply information which will enable the county to determine the status of property. The fact that property is assessed or recorded in one name only does not necessarily indicate that the property is separate property.

Where community property is involved in ANB or APSB, the interest of each spouse is considered as half the county assessed value of the property. (W&IC 3047, 3075, 3447, 3460; CC 164, 687; AGO NS466)

Sec. 131-15 OAS, ANB, APSB, ANC

OWNERSHIP OF
COMBINED AND
COMMUNITY REAL
PROPERTY

Even though a husband and wife may have been living separate and apart, in the absence of a final decree of divorce the status of their community property or, in OAS and ANC, combined community and separate property is unchanged and county assessed valuation of all property remains a consideration in determining eligibility according to the respective category of aid. (FOR EXCEPTION IN OAS, SEE SEC. 131-18, OWNERSHIP OF REAL PROPERTY BY SEPARATED SPOUSE.) (W&IC 1520, 2165, 2165A, 3047, 3447; AGO NS1715)

When a legal property settlement has been made, but no actual divorce has occurred, the terms of the property settlement determine the status of the property. (W&IC 1520, 2165, 2165A, 3047; 3447; AGO NS863; CC 159, 160)

The county assessed valuation of the property holdings of a separated spouse shall be verified when such property is pertinent to the eligibility of the applicant. (AGO NS5202)

Sec. 131-06 OAS, ANB, APSB, ANC

OWNERSHIP OF REAL
PROPERTY BY
INDIANS

In considering land occupied by Indians, special care must be exercised to determine ownership of the land. The ward Indian has only an equitable interest in lands held in trust by the United States Government for him. Since title is held by the Federal Government, the property is not subject to assessment or taxation. The value of such property shall not be taken into consideration in determining the eligibility of the Indian for aid. An Indian may live on the reservation and still own land, not a part of the reservation, in his own right. All such real property shall be considered in determining eligibility. (W&IC 1520, 1560, 2140, 2164, 3047, 3075, 3447, 3460; AGO 10933)

Sec. 131-07 OAS

DEFINITION OF
COMBINED REAL
PROPERTY

Combined real property includes:

1. Community property;
2. Separate property of either spouse (FOR EXCEPTION SEE SEC. 131-18, OWNERSHIP OF REAL PROPERTY BY SEPARATED SPOUSE);
3. Any combination of the above. (W&IC 2140, 2165, 2165A; AGO NS5202)

Sec. 131-10 OAS, ANC

OWNERSHIP OF
SEPARATE AND
COMMUNITY REAL
PROPERTY

The OAS law does not require differentiation of separate and community real property as all real property owned by either husband or wife, or both, is considered. (FOR EXCEPTION SEE SEC. 131-18, OWNERSHIP OF REAL PROPERTY BY SEPARATED SPOUSE.) If there is income from property, the fact that it is separate or community property shall be ascertained. (W&IC 2020.01, 2140)

The ANC law does not require differentiation of separate and community property as combined real property of the parent or parents and child or children is considered. However, such differentiation may be necessary when one spouse is a parent and the other a step-parent of child for whom aid is granted, as the step-parent's share of community property or his separate property is not considered in determining eligibility of the child. (W&IC 1520, 1560)

have an interest in it. When the applicant claims to have no interest in real property of a non-resident spouse from whom he has been separated for five years the county shall determine whether the applicant has a present legal interest in such property,

Determination of an applicant's interest in property belonging to a separated spouse is not necessary when the county assessed valuation of such property is known and when its value, together with all real property owned, does not exceed \$3000 after encumbrances thereon have been deducted. (W&IC 2140, 2165)

Sec. 132-00 OAS, ANB, APSB, ANC

LIMITATION ON
ASSESSED VALUE
OF REAL PROPERTY

The current county assessed value of real property shall be taken into account in determining eligibility, i.e., the value of real property as entered on the records of assessor of county in which the property is located. The actual value of real property or its saleability is not a factor to be considered in determining assessed valuation for eligibility purposes. (W&IC 1560, 2140, 3075, 3460; AGO NS308)

In OAS, the assessed value of combined real property of applicant and spouse, less encumbrances, shall not exceed \$3,000. For exception see Sec. 131-18, Ownership of Real Property by Separated Spouse. (W&IC 2165)

In ANC, the assessed value of combined real property of child or children and their parent or parents shall not exceed \$3,000. (W&IC 1520)

In ANB and APSB aid shall not be granted any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances of record on such property, exceeds \$3,000. (W&IC 3047, 3447)

In California, county assessed value is presumed to be fifty per cent of the appraised value of real property. (SBE)

Sec. 131-18 OAS

OWNERSHIP OF
REAL PROPERTY
BY SEPARATED
SPOUSE

Real property located either within or without the State, and belonging to a separated spouse shall not be considered in determining eligibility for OAS when all the following requirements are met:

1. Applicant is deprived of all legal interest in the property by a written property settlement entered into prior to the date of application for OAS.
2. Recipient and spouse have been living separate and apart continuously since the date of the property settlement.

When the applicant claims to have no legal right to the property of a separated spouse, the terms of any existing property settlement and the date of such settlement shall be determined. When the property concerned meets all the above requirements it shall not be considered in determining eligibility. (AGO NS5202; W&IC 2140)

In the absence of any legal property settlement, real property located in another state and belonging to a spouse who has not been living with the applicant for at least five years is not considered in determining eligibility in OAS when all the following requirements have been met:

1. Such real property is located in another state.
2. It is the property of a spouse who is not a legal resident of California.
3. It is the property of a spouse with whom the applicant has not been living for at least five years preceding the application for aid. (It is the presumption that the applicant has not been living with the spouse within the last five years if they have not been members of the same household within that period.)
4. The applicant or the recipient has no present existing legal interest in the property. (W&IC 2165A)

The property laws of the state in which such property is located govern in determining that the applicant does or does not

suggested as a guide, when the total assessed value of other holdings exceeds \$2800 that such determination be made. (W&IC 1520, 1560, 2140, 2165, 3047, 3075; 3447, 3460; CAL. CONST. ART. XIII SEC. 18)

Example a: Mr. A owns three grave plots. One of the plots is occupied, one is reserved for the use of his wife, one for his own use. Comparable lots which are held for profit in the same cemetery are assessed at \$15 each. It would be considered, therefore, that the county assessed value of the remaining plots is \$15 each. The sum of \$30 would be added to the county assessed value of Mr. A's other real property holdings in determining his eligibility according to the provisions of the respective category of aid.

Example b: Mrs. B owns ten cemetery plots which she is holding for investment purposes. The county assessor states that the assessed value of these plots is \$150. The sum of \$150 is added to the county assessed value of Mrs. B's other real property holdings in determining her eligibility according to the provisions of the respective category of aid.

Sec. 132-10 OAS, ANB, APSB, ANC

ASSESSED VALUE NOT AFFECTED BY TAX EXEMPTIONS

Some persons, including veterans, and in some instances, widows and parents of veterans, are allowed certain exemptions from tax payments, i.e., a fixed sum is deducted from the true assessed value of property before the amount of tax payment is established.

The true assessed value of property is considered in determining eligibility in the categorical aids. Exemptions allowed for tax purposes are not deducted in determining total assessed value.

In some counties, assessor's records show the true assessed value while in other counties the assessed value for tax purposes only is given. The method in use in each county shall be ascertained. When the exemption is deducted before entry in the assessor's records the exact amount of exemption shall be added to the recorded sum to determine true assessed value. (W&IC 1560, 2140, 3075, 3460)

Sec. 132-15 OAS, ANB, APSB, ANC

ASSESSED VALUE OF REAL PROPERTY OUTSIDE OF STATE

Property, both within and without the State, is included in the assessed value of real property. For exception in OAS, see Sec. 131-18, Ownership of Real Property by Separated Spouse. In other states, assessed value is not necessarily fifty per cent of appraised value as is true in California. The difference in the assessment rate, however, does not affect eligibility for the particular category of aid. (See SEC. 132-30, DETERMINATION OF ASSESSED VALUE OF REAL PROPERTY.) (W&IC 1520, 1560, 2140, 2165, 3047, 3075, 3447, 3460; AGO NS308, NS1715)

Sec. 132-03 OAS, ANB, APSB

ENCUMBRANCES OF
RECORD DEDUCTED
FROM ASSESSED
VALUE OF REAL
PROPERTY

Encumbrances of record shall be deducted from the county assessed value of real property before the \$3,000 limitation on county assessed value is applied in determining eligibility. Encumbrances include any debt for which the property is security but to be deductible, the encumbrance shall be a written record the discharge of which requires the payment of money. (SEE GLOSSARY-ENCUMBRANCES.) The existence, amount, and duration of all encumbrances to be deducted from the applicant's property shall be determined and accurately recorded.

A search of the county recorder's records may be necessary for verification of an encumbrance against real property. Verification of the amount of the unpaid balance and the duration of the encumbrance may be made by interview or correspondence with the holder of a mortgage or note and/or by inspection of the document. (SEE SEC. 233-00, VERIFICATION OF REAL AND PERSONAL PROPERTY.)

Some of the more common types of encumbrances on real property are:

Mortgages	Judgment liens	Builders' liens
Deeds of trust	Loans	Assessments
Delinquent tax liens	Mechanics' liens	Attachments

(W&IC 1520, 1560, 2140, 2164, 2165, 3047, 3075, 3447, 3460; AGO NS5134)

Sec. 132-07 OAS, ANB, APSB, ANC

DETERMINATION
OF VALUE OF
UNASSESSED REAL
PROPERTY

When an interest in real property, such as unpatented mining claims, timber, oil or mineral rights or leaseholds, cemetery property held for profit, etc., is declared but is not listed on the local assessment rolls, it shall be referred to the county assessor to determine whether or not it is assessable, and if assessable, its assessed value. The assessed value so determined shall be used in establishing eligibility to OAS, ANB, APSB and ANC. (W&IC 1560, 2140, 3075, 3460; REV. & TAX. C. 201, 531; AGO NS1044)

Burial space is generally considered real property. Property used or held exclusively for burial, except when held for profit, is not subject to local assessment. For the purpose of establishing eligibility for aid, when the assessed value of the other real property holdings approaches the maximum permitted for the specific category of aid, the value of any cemetery, mausoleum, or columbarium property intended for the use of the owner or his family shall be determined in accordance with the assessed value of similar property which is held for profit in the same or another comparable cemetery, mausoleum or columbarium. It is

In arriving at the net income from property which is transferred or assigned the following shall be taken into consideration:

- Interest payments
- Taxes
- Assessments
- Insurance
- Upkeep
- All other necessary charges and expenses of every kind

It is the responsibility of the applicant, in so far as he is able, to give information to assist the county in determining whether a transfer of property of a value greater than the maximum set by law or a transfer which reduced the value of remaining property within the maximum was for the purpose of qualifying for aid.

Transfers which have not heretofore come to attention but which are revealed through reinvestigation or otherwise and which occurred in the past, should be evaluated in accordance with this policy. Thus this policy revision may be retroactive in its application.

Unless there is evidence that the contract is not enforceable, a transfer of real property, subject to the condition that the donee will provide full support for the donor for the remainder of his life, renders the donor ineligible as he has entered into a contract for life care. When an enforceable contract of this nature provides for less than full support, the amount provided shall be considered income. (W&IC 1506, 1560, 2007.5, 2140, 2160a, 3075, 3460; 20 CAL(2D) 865)

Sec. 135-00 OAS, ANB, APSB, ANC

TRANSFER OF REAL
PROPERTY TO
QUALIFY FOR AID

No person is eligible for aid if a voluntary transfer or assignment of real property has been made for the purpose of qualifying for aid. If title passed by delivery of the deed prior to the beginning date of the required property search period, it is the presumption, which may be refuted, that the transfer of title was made in good faith and not for the purpose of qualifying for aid. (SEE SECS. 135-40, REAL PROPERTY SEARCH, AND 135-60, INVESTIGATION REQUIRED OF TRANSFER OF PROPERTY.)

A transfer or assignment of real property of a value greater than the maximum set by law, or which reduces the amount of the property holdings to an amount within the maximum, is deemed to render the applicant ineligible unless there is an affirmative showing that the transfer or assignment was not made for the purpose of qualifying for aid. There is the presumption that such a transfer was made for the purpose of qualifying for aid, which presumption may be refuted only by factual evidence of intent which establishes beyond a reasonable doubt that the transfer or assignment was not in fact made for the purpose of qualifying for aid. (SEE SEC. 135-70, DETERMINATION OF REASON FOR VOLUNTARY TRANSFER OF PROPERTY.)

A transfer or assignment of real property of a value less than the maximum set by law, or which does not reduce the property holdings to an amount within the maximum, shall not render a person ineligible unless there is an affirmative showing that the transfer or assignment was made for the purpose of qualifying for aid. There is the presumption that such a transfer was not made for the purpose of qualifying for aid, which presumption may be refuted only by factual evidence of intent, which establishes beyond a reasonable doubt that the transfer was in fact made for the purpose of qualifying for aid.

A transfer or assignment of income producing real property shall be deemed to render a person ineligible for aid if the net income from such property exceeds the maximum grant provided by law, unless there is an affirmative showing that the transfer or assignment of such income property was not intended by the grantor to qualify him for a greater amount of aid than that to which he would otherwise be entitled.

A transfer or assignment of income producing real property of a value less than the maximum set by law shall not render a person ineligible for aid, provided the net income from such property does not exceed the maximum grant provided by the law, unless there is an affirmative showing that the transfer or assignment of such income property was intended by the grantor to qualify him for a greater amount of aid than that to which he would otherwise be entitled.

Sec. 135-25 OAS, ANB, APSB, ANC

DURATION OF
INELIGIBILITY
DUE TO TRANSFER
OF PROPERTY TO
QUALIFY FOR AID

When an applicant in OAS, ANB, or APSB, or a child in ANC, is disqualified because of transfer of property with intent to qualify for aid as set forth in Sec. 135-00, Transfer of Real Property to Qualify for Aid, the duration of future ineligibility shall be governed by the following general statement of policy.

The applicant in OAS, ANB or APSB, or child in ANC, becomes ineligible for a period of time following transfer of property for the purpose of qualifying for aid. In determining the period of ineligibility following such a transfer the value of property which an eligible recipient is permitted to own is disregarded. The duration of future ineligibility is based upon the period that a reasonable return for the grantor's equity in the property had it been sold, together with other income, would have supported the grantor and those dependent upon him. The period should be based on a monthly rate of expenditure beginning with \$94 in the case of a single person without dependents and \$144 in the case of a married person, living with a spouse, without other dependents. The rate of expenditure for a married person with dependents shall be the same as the amount set forth for a married person living with a spouse, plus \$20 for each additional dependent.

Should the property be reconveyed to the grantor, or should a life estate interest in it be conveyed to him and recorded, or should he receive reasonably adequate consideration for it subsequent to its transfer, the condition which caused ineligibility would no longer exist. Aid shall be granted upon such a determination, provided eligibility otherwise exists.

When the facts demonstrate a desire and effort of the grantor to recover the property, but none of the foregoing adjustments are possible, either because the transferred property has been sold in a bona fide sale to a third party or the equity in it cannot be recovered, the duration of ineligibility shall not be held to exceed one year from the date of the transfer.

Unless there is evidence that the contract is not enforceable, a transfer of real property, subject to the condition that the donee will provide full support for the donor for the remainder of his life, renders the donor ineligible as he has entered into a contract for life care. When an enforceable contract of this nature provides for less than full support, the amount provided shall be considered income. (W&IC 1520, 1560, 2140, 2160c, 3047, 3075, 3447, 3460)

Sec. 135-15 OAS

TRANSFER OF
SEPARATE REAL
PROPERTY OF
SPOUSE

An applicant may be ineligible if a voluntary assignment or transfer of real property has been made by his spouse for the purpose of qualifying the applicant for aid. Such an assignment is subject to the same presumption of innocence of intent as is applicable to transfers made prior to the beginning date of the required property search and to transfers of property of a value less than the maximum set by law. (SEE SEC. 135-00, TRANSFER OF REAL PROPERTY TO QUALIFY FOR AID.) (W&IC 2007, 2140, 2160G, 2165; AGO NS3782)

Real property owned by a separated spouse which is exempt from consideration in determining the applicant's eligibility may be transferred at will by the spouse without affecting the applicant's eligibility for aid. (SEE SEC. 131-18, OWNERSHIP OF REAL PROPERTY BY SEPARATED SPOUSE.) (AGO NS5202)

Sec. 135-20 ANB, APSB

TRANSFER OF
SEPARATE REAL
PROPERTY OF
SPOUSE

Since the assessed value of combined real property is not a factor in eligibility under the ANB and APSB laws, an applicant or recipient may join the spouse in transfer of the latter's separate property without disqualifying himself for aid. (W&IC 3047, 3075, 3447, 3460)

Sec. 143-30 OAS, ANB, APSB

INMATE'S
INTEREST RE-
SULTING FROM
ASSIGNMENT OF
PROPERTY TO
NONPROFIT
INSTITUTION

An inmate of a fraternal, benevolent or other nonprofit institution who assigns or has in the past assigned to such home or institution personal or real property is no longer owner of title to such property. However, in the absence of a life-care contract (SEE SEC. 163-60, LIFE-CARE CONTRACTS IN NONPROFIT, FRATERNAL AND BENEVOLENT INSTITUTIONS) the inmate may own a valuable right or interest which represents personal property regardless of whether the property assigned was personal or real. If the applicant is otherwise eligible for aid the present value of such right or interest shall be considered in determining eligibility.

If the inmate in question owns no personal property other than that assigned to the institution and the value of the property when assigned was not in excess of \$600, such applicant, from a personal property standpoint, would be entitled to aid. If the inmate owns personal property other than that assigned to the institution or if the value of the property assigned was in excess of \$600, the present value of the applicant's right or interest shall be determined. (W&IC 2163, 3047, 3447; AGO NS5220)

The present value of the applicant's right or interest shall be ascertained by deducting from the estimated value of the property at the time of assignment, the value of care and maintenance extended to the applicant by the home or institution since the date of assignment. Real property transferred to the institution may be valued at twice the county assessed value at the time of transfer. When question arises as to the value determined by this method an appraisal, related to the value of the property at the time of transfer, may be secured from a real estate agent or some other qualified source. The value of care and maintenance shall be determined by computing the total cost of care extended by the institution based on the monthly per capita cost together with any other extra expenditures made by the institution for the applicant since the date of property assignment. (W&IC 2140, 3075, 3460)

Example a: An applicant on January 1, 1944, is residing in a fraternal home, there being no enforceable life-care contract. Upon admission to the home on September 1, 1942, the applicant assigned to the home \$550 in cash which represented his entire personal property holdings. He has since acquired no other personal property. From a personal property standpoint the applicant is eligible for aid and the value, if any, of his present right or interest need not be determined. If at a subsequent date the applicant becomes possessed of other personal property, the value of his right or interest resulting from the assignment to the home shall be ascertained.

Sec. 143-20 OAS, ANB, APSB, ANC

DETERMINATION
OF VALUE OF
PERSONAL
PROPERTY
IN ANOTHER
COUNTRY
OR STATE

The value of personal property in another county or state shall be established in accordance with the provisions of the specific category of aid by correspondence with officials, agencies, or qualified individuals.

If no response to an inquiry is received and a 30-day follow-up brings no results, aid shall not be denied at the expiration of the 60-day period in OAS, or 90-day period in ANB, APSB or ANC, provided other evidence is available which establishes the value of the personal property. Such evidence might include a bank book or bank statement in possession of the applicant, or documents in his possession which establish with reasonable accuracy the value of the holdings. (W&IC 1521, 1550, 1560, 2140, 2163, 2183, 3047, 3075, 3082, 3447, 3460)

In ANB and APSB, the value of assessed personal property in another county or state may be determined from tax receipts in possession of the applicant if a 30-day follow-up to correspondence brings no results. (W&IC 3047, 3075, 3082, 3447, 3460)

Sec. 143-25 OAS, ANB, APSB, ANC

DETERMINATION
OF VALUE OF
PERSONAL
PROPERTY IN
ANOTHER
COUNTRY

The value of personal property owned in another country shall be considered in determining eligibility. The current rate of exchange shall be used to convert foreign values into U. S. monetary units. For example, if the current market value of certain Mexican bonds is 1,000 pesos and the rate of exchange is 5 pesos to 1 dollar the value to be considered is \$200.

If property is confiscated, i.e., seized by a government for public use, its value is not considered when determining eligibility; however, the possibility of indemnity should be explored. Assets which are impounded, i.e., seized and held in custody of the law presumably for safe keeping, represent personal property to be considered in determining eligibility.

During the period of hostilities the current market value of notes and mortgages, secured by property located in countries at war, or in conquered or occupied countries, and the value of stocks and bonds issued by foreign concerns located in those countries cannot be determined through the usual foreign channels. Their present value, if any, shall be ascertained through local banks, brokers or other financial institutions. Investigation of their value through the usual foreign channels need not be pursued until such time as hostilities have ceased or until verification through these sources is again possible, aid to continue during the investigation if the recipients remain otherwise eligible. (W&IC 1521, 1560, 2140, 2163, 3047, 3075, 3447, 3460; AGO NS4043)

Sec. 143-37 OAS, ANB, APSB, ANC

DETERMINATION
OF VALUE OF
BANK AND
POSTAL SAVINGS
ACCOUNTS

The actual amount of all funds in bank accounts and postal savings accounts shall be established.

The actual amount of bank holdings shall be verified through the particular bank. When a request for verification has been forwarded to a bank in another county or state and a 30-day follow-up brings no response, the granting of aid need not be delayed provided the bank book in the applicant's possession shows with reasonable certainty the current balance in the account.

When an applicant's name appears with that of another person on a joint or trustee account, there is the presumption that the applicant is the owner of all of the funds in the account. When the applicant contends that all of the funds in the account do not belong to him, effort shall be made to establish his interest in it. That portion which is established as belonging to the applicant is considered in determining his eligibility. Affidavits attesting to the ownership of the funds shall be secured from all the parties concerned in a joint account. Ordinarily this constitutes adequate verification of ownership. When all the parties to the account do not make affidavits, or the affidavits do not agree as to the ownership of the funds further evidence shall be secured. (SEE SEC. 230-45, EVALUATION OF EVIDENCE.)

The value of postal savings accounts shall be verified through the U. S. Post Office. (SEE SEC. 241-20, SEPARATE AND COMMUNITY PERSONAL PROPERTY.) (W&IC 1560, 2140, 3075, 3460; FSSB)

Sec. 143-40 OAS, ANB, APSB, ANC

DETERMINATION
OF VALUE OF
BUILDING AND
LOAN ACCOUNTS

The actual amount on deposit with building and loan associations or other financial concerns shall be ascertained and considered in determining eligibility. If any such company is in process of liquidation under receivership proceedings, the current market value of the building and loan certificates or other evidence of interest therein shall be considered rather than the actual amount deposited with the company. (SEE SEC. 141-20, SEPARATE AND COMMUNITY PERSONAL PROPERTY.) (W&IC 1521, 1560, 2140, 2163, 3047, 3075, 3447, 3460)

Example b: An applicant on February 1, 1944, is residing in a nonprofit institution with which he has not entered into an enforceable life-care contract. When the applicant entered the institution on February 1, 1942, two years prior to application, he assigned to the institution real property valued at \$1600 (computed at twice the assessed value in the absence of facts to the contrary). The applicant has in his possession personal property in the form of stocks currently valued at \$200. His personal property is unencumbered.

The monthly per capita cost of the institution during the eleven months he was there in 1942, was \$57 and the per capita cost for the twelve months of 1943 and one month of 1944 has remained at \$62. No other expenditures have been made by the institution for the applicant since his date of entry. The value of care and maintenance extended to the applicant since the property was assigned is therefore (11 x \$57 plus 13 x \$62) \$1433. Deducting \$1433 from the \$1600, the value of property when assigned, leaves \$167 the present value of the applicant's right or interest resulting from the assignment. This amount together with the applicant's other personal property valued at \$200 makes total personal property \$367. If the applicant is otherwise eligible he is entitled to receive aid.

Sec. 143-35 OAS, ANB, APSB, ANC

DETERMINATION
OF VALUE OF
CASH ON HAND
AND IN SAFE
DEPOSIT BOXES

The amount of cash or currency in the personal possession of the applicant (parent or child in ANC) shall be ascertained. The applicant is the only source of verification of this type of holding. When he declares cash in his personal possession in an amount in excess of that which seems necessary for reasonable household expenses pending receipt of aid, verification shall be made by requesting him to count it in the presence of the public assistance worker. Verification shall be made in the same manner if the amount declared together with other personal property approaches the maximum for the particular category of aid.

When the applicant rents or otherwise has use of a safe deposit box, he shall be required to review the contents of the box and to count the amount of cash or currency contained therein in the presence of the public assistance worker. (At the time the contents of a safe deposit box are reviewed to determine the amount of money, if any, contained in it, the worker should note in detail all pertinent information regarding stock certificates, bonds, mortgages, deeds of trust, insurance policies, or other types of personal property in the safe deposit box.) (W&IC 1521, 1560, 2140, 2163, 3047, 3075, 3447, 3460)

Unless there is evidence that the contract is not enforceable, a transfer of personal property, subject to the condition that the donee will provide full support for the donor for the remainder of his life, renders the donor ineligible as he has entered into a contract for life care. When an enforceable contract of this nature provides for less than full support, the amount provided shall be considered income.

The provisions of Secs. 135-85, Transfer of Real Property to Satisfy Debt, 136-00, Notice of Intention to Aid in Transfer of Real Property, 135-72, Transfer of Real Property for Fair Consideration, 135-25, Duration of Ineligibility Due to Transfer of Property to Qualify for Aid, and 136-10, Recipients' Responsibility in Transferring Property, apply likewise to personal property.

A transfer or assignment of personal property of a value less than the maximum set by law shall not render a person ineligible unless there is an affirmative showing that the transfer or assignment was for the purpose of qualifying for aid. There is the presumption that such a transfer or assignment was not made for the purpose of qualifying for aid, which presumption may only be refuted by factual evidence of intent, which establishes beyond a reasonable doubt that the transfer was made for the purpose of qualifying for aid.

A transfer or assignment of income-producing personal property of a value less than the maximum set by law shall not render a person ineligible for aid, provided the net income from such property does not exceed the maximum grant provided by the law unless there is an affirmative showing that the transfer or assignment of such income-producing property was intended by the grantor to qualify him for a greater amount of aid than that to which he would otherwise be entitled. In arriving at the net income from such property, the following shall be taken into consideration.

Interest payments

Insurance

Taxes

Assessments

All other necessary charges and expenses of every kind

(W&IC 1506, 1560, 2007.5, 2140, 2160g, 2163, 3075, 3460; 20 CAL(2D)865)

Sec. 146-10 OAS, ANB, APSB, ANC

TRANSFER OR
ASSIGNMENT
OF PERSONAL
PROPERTY

A voluntary transfer or assignment of personal property for purpose of qualifying for aid results in ineligibility for aid. Such transfers may include:

1. A transfer of personal property of a value greater than the maximum set by law.
2. A transfer which reduces the value of the remaining holdings within the maximum set by law.
3. A transfer of income property when there is an affirmative showing that the transfer of such income property was intended by the grantor to qualify him for a greater amount of aid.

The circumstances surrounding a transfer or assignment of personal property falling within any one of the above classifications shall be fully investigated and considered on the basis of the facts in the individual case. General factors to be considered are:

1. The date of transfer in relation to the date of application for aid;
2. The purpose of the transfer (adequacy of consideration received is a fact to be considered in determining motives);
3. Who collects the income, if any, from the property (the title may rest with another for purposes of protection, but the original owner may still be receiving all the benefits accruing from the property);
4. The value of the personal property transferred;
5. The value of the remaining personal property.

Sec. 147-00 OAS, ANB, APSB, ANC

EXCESS ASSETS
IN PERSONAL
PROPERTY

If at any time a recipient of OAS, ANB, or APSB, or child or children and/or parent or parents in ANC, becomes possessed of personal property in excess of the amount allowed for the particular category of aid, the recipient is responsible for notifying the county immediately. The county shall redetermine eligibility on the basis of present holdings.

If investigation shows past ineligibility, effort shall be made to secure repayment of any aid received during a period of ineligibility. However, in the absence of fraud or concealment of assets upon the part of the recipient, who has received aid to which he was not entitled, the right exists to obtain repayment of aid only to the extent of the largest amount by which his personal property exceeded the maximum for the particular category of aid during the period of ineligibility, but in no event shall repayment be in an amount greater than the aid which he received while possessed of such excess property. (SEE SEC. 670-80, OVERPAYMENTS CAUSED BY POSSESSION OF EXCESS PROPERTY, AND FOR LIMITATION ON ASSETS IN ANB WHEN THERE IS NO REHABILITATION PLAN SEE SEC. 142-05, LIMITATIONS ON PERSONAL PROPERTY.) (W&IC 1506, 1560, 2007, 2140, 222 2223.5, 3006, 3075, 3405, 3460; AGO NS4473)

Sec. 147-05 OAS

EXCESS ASSETS
IN PERSONAL
PROPERTY
DISCOVERED
AFTER DEATH

The provisions relating to excess assets in real property discovered at death set forth in Sec. 138-10, Excess Assets in Real Property Discovered at Death, apply equally in personal property. (W&IC 2140, 2223; PROB.C 700)

Sec. 146-15 OAS, ANB, APSB, ANC

PROPERTY IN
ESCROW

Funds held in an escrow account, which can be revoked only upon the consent of all parties involved, are not available for use and shall be disregarded in determining eligibility. Pending actual conveyance of title to the purchaser, funds placed in escrow by him for the purchase of a specific piece of property do not affect eligibility of either the purchaser or the seller. When all conditions of the sale, or other conditions which the escrow guarantees, have been met, and the escrow is completed, the property thus becoming available to the individual shall be considered in determining eligibility under the provisions of the particular category of aid. (See SECS. 132-58, REAL PROPERTY HELD IN ESCROW, AND 144-08, DETERMINATION OF VALUE OF TRUST FUNDS.) (AGO NS5149)

Example: A and B agree to escrow instructions wherein A agrees to pay B \$1500 for a house and lot if clear title to the property can be given. A places the \$1500 with the escrow holder. As of the date the money is placed in escrow it becomes unavailable to either A or B and does not affect eligibility. At the end of two months the escrow conditions are satisfied. Title passes to A, and B receives payment. The assessed value of the property is then considered in determining A's eligibility. The funds received by or available to B then represent his personal property.

Sec. 160-00 Provisions of W. & I. Code Regarding Institution Inmates

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORT- ING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>AID SHALL BE GIVEN TO EVERY APPLICANT IN HIS OWN OR IN SOME OTHER SUITABLE HOME IN PREFERENCE TO PLACING HIM IN AN INSTITUTION. (W&IC 2005)</p> <p>AID SHALL BE GRANTED TO ANY PERSON OTHERWISE ELIGIBLE WHO IS NOT, AT THE TIME OF RECEIVING SUCH AID, AN INMATE OF ANY PUBLIC HOME FOR THE AGED, OR ANY PUBLIC HOME, OR ANY PUBLIC INSTITUTION OF A CUSTODIAL, CORRECTIONAL, OR CURATIVE CHARACTER, EXCEPT IN THE CASE OF TEMPORARY MEDICAL OR SURGICAL CARE IN A PUBLIC HOSPITAL NOT EXCEEDING TWO CALENDAR MONTHS IN DURATION.</p> <p>ANY SUCH INMATE MAY MAKE AN APPLICATION FOR AID AND HAVE HIS APPLICATION INVESTIGATED AND ACTED UPON WITHOUT DELAY, IN THE SAME MANNER AS APPLICATIONS OF OTHER PERSONS ARE ACTED UPON, WHILE HE IS SUCH AN INMATE.</p> <p>IF HE IS OTHERWISE ELIGIBLE, SUCH APPLICATION SHALL BE APPROVED.</p> <p>PAYMENT OF AID GRANTED SHALL COMMENCE WITHIN ONE MONTH FOLLOWING SUCH APPROVAL AND THE APPLICANT MAY REMAIN AN INMATE UNTIL HE RECEIVES HIS FIRST MONTHLY PAYMENT, WHEREUPON HE SHALL CEASE TO BE SUCH INMATE.</p> <p>PERSONS WHO ARE INMATES OF A BOARDING HOME OR OTHER INSTITUTION NOT SUPPORTED IN WHOLE OR IN PART BY PUBLIC FUNDS SHALL BE GRANTED AID BUT NO SUCH AID SHALL BE GRANTED IF SUCH PERSONS ARE CARED FOR UNDER A CONTRACT FOR A PERIOD OF TIME EXCEEDING ONE MONTH. (W&IC 2160e)</p> <p>IF ON THE FIRST DAY OF THE MONTH A RECIPIENT OF AID IS ELIGIBLE FOR AID, THOUGH AN INMATE OF AN INSTITUTION OR HOSPITAL, HE IS ENTITLED TO RECEIVE AID FOR THE MONTH.</p>	<p>NO APPLICANT SHALL RECEIVE AID WHILE HE IS AN INMATE OF ANY INSTITUTION SUPPORTED IN WHOLE OR IN PART BY THE STATE OR ANY OF ITS POLITICAL SUBDIVISIONS. RECIPIENTS OF AID WHO ARE PATIENTS IN A PUBLIC HOSPITAL FOR A PERIOD NOT EXCEEDING THIRTY DAYS, AND BLIND PERSONS EMPLOYED IN A SHOP MAINTAINED BY THE STATE WHEN SUCH SHOP DOES NOT PROVIDE BOARD AND ROOM TO THE EMPLOYEE, SHALL NOT BE CONSIDERED INMATES OF PUBLIC INSTITUTIONS. NO APPLICANT SHALL BE DENIED AID BECAUSE HE IS ATTENDING OR INTENDS TO ATTEND ANY PUBLIC HIGH SCHOOL IN THIS STATE, THE UNIVERSITY OF CALIFORNIA, OR ANY OTHER INSTITUTION OF HIGHER LEARNING IN THIS STATE.</p> <p>ANY SUCH INMATE MAY MAKE APPLICATION FOR AID AND HAVE HIS APPLICATION INVESTIGATED AND ACTED UPON WITHOUT DELAY, IN THE SAME MANNER AS APPLICATIONS OF OTHER PERSONS ARE ACTED UPON, WHILE HE IS SUCH AN INMATE.</p> <p>IF HE IS OTHERWISE ELIGIBLE, SUCH APPLICATION SHALL BE APPROVED.</p> <p>PAYMENT OF THE AID GRANTED SHALL COMMENCE WITHIN ONE MONTH FOLLOWING SUCH APPROVAL AND THE APPLICANT MAY REMAIN AN INMATE UNTIL HE RECEIVES HIS FIRST MONTHLY PAYMENT, WHEREUPON HE SHALL CEASE TO BE SUCH INMATE.</p> <p>IF ON THE FIRST DAY OF THE MONTH A RECIPIENT OF AID IS ELIGIBLE FOR AID THOUGH AN INMATE OF AN INSTITUTION OR HOSPITAL, HE IS ENTITLED TO RECEIVE AID FOR THE MONTH.</p> <p>IF A RECIPIENT OF AID BECOMES INELIGIBLE FOR AID DUE TO CONFINEMENT IN AN INSTITUTION OR HOSPITAL, THE ORDER OF THE BOARD OF SUPERVISORS SUSPENDING HIS AID MAY PROVIDE THAT THE AID SHALL BE RESTORED WHEN THE RECIPIENT CEASES TO BE AN INMATE, WITHOUT FURTHER ORDER FROM THE BOARD OF SUPERVISORS (W&IC 3044, 3444.)</p>	<p>NO CHILD MAINTAINED IN AN INSTITUTION FOR WHOM A BONA FIDE OFFER OF A PROPER HOME HAS BEEN MADE IS ELIGIBLE FOR FURTHER AID; BUT NO INSTITUTION SHALL BE REQUIRED TO SURRENDER A CHILD TO ANY PERSON OF RELIGIOUS FAITH DIFFERENT FROM THAT OF THE CHILD OR THE PARENTS OF THE CHILD. (W&IC 1524)</p> <p>AN INSTITUTION MAINTAINING A NEEDY CHILD MAY MAKE APPLICATION TO THE SDSW FOR AID FOR THE CHILD. SECTION 1526 OF THE W&IC DOES NOT APPLY TO AN APPLICATION FOR AID WHEN SUCH APPLICATION IS FILED WITH THE SDSW BY THE INSTITUTION. (W&IC 1557)</p> <p>IF THE APPLICATION IS FILED BY AN INSTITUTION AND IS GRANTED BY THE SDSW IN THE CALENDAR MONTH IN WHICH IT WAS SIGNED, PAYMENT OF AID SHALL COMMENCE AS OF THE DATE THE APPLICATION WAS SIGNED; BUT IF THE APPLICATION IS FILED BY AN INSTITUTION AND IS GRANTED BY THE SDSW IN A SUBSEQUENT MONTH, PAYMENT SHALL BE COMMENCED AS OF THE DATE DETERMINED BY THE SDSW. IN NO EVENT SHALL PAYMENTS OF AID ANTEDATE THE DATE OF AP APPLICATION. (W&IC 1558)</p> <p>NO CHILD SHALL RECEIVE AID WHILE HE IS AN INMATE OF A PUBLIC HOSPITAL EXCEPT WITH RESPECT TO TEMPORARY MEDICAL OR SURGICAL CARE NOT EXCEEDING TWO CALENDAR MONTHS. (W&IC 1529)</p>

FOREWORD

The following sections on institutions are included in the Manual with the realization that all aspects of the problem have not been covered. Further material will appear from time to time.

The categorical aid programs have been established primarily to provide care for persons in their own homes as the preservation of satisfactory home and family life is one of the major goals of a welfare program. Institutional care, however, may be both necessary and preferable, not as an alternative, but as a supplement to home and family care. Differences in individual preferences and needs make a varied program of care essential. Some physical and mental illnesses may be cared for best in institutions. When constant care is required, few homes can adequately meet the need.

Physically or mentally ill persons are not the only ones who may prefer institutional care. Some persons enjoy living with groups of people of their own age or of similar interests. The social aspects of institutional life appeal to them. Some rejoice in freedom from certain responsibilities and in the sense of security offered by the institution. Some children develop wholesome patterns of behavior more easily in institutions than in private homes. Other persons, on the contrary, dislike the necessary routines of institutional life and resent its restrictions. They do not like to be associated only with their own age group. The varied aspects of family and community life outside the institution appeal to them. Perhaps they fear the new experiences found in an institution or dread the separation from close family ties or familiar surroundings.

The legislature has recognized this need for individual adjustment by providing for aid to persons in their own homes, and in some institutions.

Sec. 160-05 OAS

INSTITUTION
INMATES, OAS
LAW

Aid shall be given to every applicant in his own or in some other suitable home, in preference to placing him in an institution. (W&IC 2005)

Aid shall be granted to any person otherwise eligible who is not, at the time of receiving such aid, an inmate of any public home for the aged, or any public home, or any public institution of a custodial, correctional, or curative character, except in the case of temporary medical or surgical care in a public hospital not exceeding two calendar months in duration.

Any such inmate may make an application for aid and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such an inmate. If he is otherwise eligible, such application shall be approved.

Payment of the aid granted shall commence within one month following such approval and the applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.

Persons who are inmates of a boarding home or other institution not supported in whole or in part by public funds shall be granted aid but no such aid shall be granted if such persons are cared for under a contract for a period of time exceeding one month. (W&IC 2160E)

Notwithstanding the provisions of the above paragraphs of this section, aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization, (a) if the organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate or otherwise, whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other

Sec. 160-00 Provisions of W. & I. Code Regarding Institution Inmates (Continued)

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORT- ING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>IF A RECIPIENT OF AID BECOMES INELIGIBLE FOR AID DUE TO CONFINEMENT IN AN INSTITUTION OR HOSPITAL, THE ORDER OF THE BOARD OF SUPERVISORS SUSPENDING HIS AID MAY PROVIDE THAT AID SHALL BE RESTORED TO HIM BY THE COUNTY AUDITOR WHEN THE RECIPIENT CEASES TO BE AN INMATE, WITHOUT FURTHER ORDER FROM THE BOARD OF SUPERVISORS. (W&IC 2160.6)</p> <p>NOTWITHSTANDING ANY PROVISION OF SUBDIVISION (E) OF SEC. 2160 TO THE CONTRARY, AID SHALL BE GRANTED TO ANY PERSON WHO IS AN INMATE OF A HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NONPROFIT ORGANIZATION: (A) IF THE ORGANIZATION HAS NOT BEEN PAID FOR THE LIFE CARE AND MAINTENANCE OF THE PERSON THROUGH ASSESSMENT OF OR DUES OF SAID INMATE OR OTHERWISE, WHETHER OR NOT THE PERSON HAS AGREED OR PROMISED TO PAY FOR HIS MAINTENANCE IN THE EVENT THAT HE RECEIVES ANY PENSION, BEQUEST, DEVISE, OR OTHER INHERITANCE, (B) AND IF THE HOME OR INSTITUTION HAS A WRITTEN LICENSE OR PERMIT FROM THE SDSW OR FROM AN INSPECTION SERVICE APPROVED OR ACCREDITED BY THE SDSW.</p> <p>THE COUNTY FROM WHICH SUCH INMATE CAME TO SUCH HOME SHALL BE CONSIDERED THE RESIDENCE OF SUCH INMATE. (W&IC 2160.5)</p> <p>NOTWITHSTANDING ANY PROVISION OF SUBDIVISION (E) OF SEC. 2160, FOR EACH PERSON, WHO IS RECEIVING ASSISTANCE UNDER THE OAS LAW ON THE DATE HE ENTERS A COUNTY HOSPITAL FOR MEDICAL CARE AT COUNTY EXPENSE, THE STATE, DURING THE PERIOD FOLLOWING THE FIRST 60 DAYS OF SUCH CONFINEMENT, SHALL PAY TO THE COUNTY THE STATE'S SHARE OF THE ASSISTANCE SUCH PERSON WOULD HAVE RECEIVED UNDER THE OAS LAW, IF HE WERE NOT CONFINED. NOTHING IN THIS SECTION SHALL PROHIBIT A PERSON FROM RECEIVING HIS ASSISTANCE DURING THE FIRST 60 DAYS OF HIS CONFINEMENT, OR AFTER HIS RELEASE FROM THE COUNTY HOSPITAL. (W&IC 2160.7)</p>	<p>AID SHALL BE GRANTED TO ANY PERSON WHO IS AN INMATE OF A HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NONPROFIT ORGANIZATION, IF BOTH OF THE FOLLOWING CONDITIONS EXIST:</p> <p>THE ORGANIZATION HAS NOT BEEN PAID FOR THE LIFE CARE AND MAINTENANCE OF THE PERSON THROUGH ASSESSMENT OF OR DUES OF SAID INMATE, OR OTHERWISE, WHETHER OR NOT THE PERSON HAS AGREED OR PROMISED TO PAY FOR HIS MAINTENANCE IN THE EVENT THAT HE RECEIVES ANY PENSION, BEQUEST, DEVISE, OR OTHER INHERITANCE;</p> <p>THE PER CAPITA COST OF MAINTENANCE IN THE ORGANIZATION OF THE APPLICANT FOR AID DOES NOT EXCEED THE SUM OF EIGHTY-THREE DOLLARS AND THIRTY-THREE CENTS PER MONTH. (W&IC 3044.5)</p>	

Sec. 160-10 ANB, APSB

INSTITUTION
INMATES, ANB
AND APSB LAWS

No applicant shall receive ANB or APSB while he is an inmate of any institution supported in whole or in part by the State or any of its political subdivisions. Recipients of aid who are patients in a public hospital for a period not exceeding thirty days, and blind persons employed in a shop maintained by the State when such shop does not provide board and room to the employee, shall not be considered inmates of public institutions. No applicant shall be denied aid because he is attending or intends to attend any public high school in this State, the University of California, or any other institution of higher learning in this State.

Any such inmate may make application for aid while an inmate. His application shall be investigated and acted upon without delay, in the same manner as applications of other persons are acted upon. If he is otherwise eligible, such application shall be approved.

Payment of the aid granted shall commence within one month following such approval and the applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.

If on the first day of the month a recipient of aid is eligible for aid, though an inmate of an institution or hospital, he is entitled to receive aid for the month.

If a recipient of aid becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors suspending his aid may provide that the aid shall be restored when the recipient ceases to be an inmate, without further order from the board of supervisors. (W&IC 3044, 3444)

Aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization if both of the following conditions exist:

1. The organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate, or otherwise, and whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other inheritance.
2. The per capita cost of maintenance in the organization of the applicant for aid does not exceed the sum of \$83.33 per month. (W&IC 3044.5, 3460)

inheritance, and (b) if the home or institution has a written license or permit from the SDSW or from an inspection service approved or accredited by the SDSW.

The county from which such inmate came to such home shall be considered the residence of such inmate. (W&IC 2160.5)

If on the first day of the month a recipient of aid is eligible for aid although an inmate of an institution or hospital, he is entitled to receive aid for the month.

If a recipient of aid becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors suspending his aid may provide that aid shall be restored to him by the county auditor when the recipient ceases to be an inmate, without further order from the board of supervisors. (W&IC 2160.6)

For each person, who is receiving assistance under the OAS law on the date he enters a county hospital for medical care at county expense, the State, during the period following the first 60 days of such confinement, shall pay to the county the State's share of the assistance such person would have received under the OAS law, if he were not confined. Nothing in this section shall prohibit a person from receiving his assistance during the first 60 days of his confinement, or after his release from the county hospital. (W&IC 2160.7)

Sec. 161-05 OAS, ANB, APSB, ANC

DEFINITION OF
PUBLIC
INSTITUTION

The term "public institution" may be considered as including a place of residence which affords shelter or care to two or more persons and is managed in whole or in part by or through any public instrumentality, official, or employee acting in an official capacity; or a place of residence, which, by reason of the circumstances of its origin and charter or maintenance from public funds, may properly be termed a public institution; or a place of residence in which collective shelter or care at a single or lump sum contract price is afforded to two or more persons by agreement with the State or any of its political subdivisions for a consideration of money or money's worth.

An institution owned and operated wholly by a private individual or corporation will not be regarded as a public institution because of the control thereof by the State or its agencies or subdivisions, if the only control exercised is pursuant to authority given by general laws (or ordinances or regulations established in conformity therewith) regulating the standard of care and maintenance to which all similar institutions are subject.

An institution owned and operated wholly by a private individual or corporation and not otherwise deemed to be a public institution under this definition, which receives inmates whose care is paid for by the State or any governmental instrumentality or subdivision on an individual basis, will not be regarded as a public institution. (W&IC 1560, 2140, 3075, 3460; FSSB)

Sec. 161-10 ANB, APSB

INSTITUTIONS
NOT CONSIDERED
PUBLIC
INSTITUTIONS

Institutions which are not considered public institutions include:

1. A shop for the blind maintained by the State which does not provide board and room to blind employees;
 2. Public high schools, University of California and any other institutions of higher learning in the State.
- (W&IC 3044, 3075, 3444, 3460)

Sec. 160-15 ANC

INSTITUTION
INMATES,
ANC LAW

No child maintained in an institution for whom a bona fide offer of a proper home has been made is eligible for further aid; but no institution shall be required to surrender a child to any person of religious faith different from that of the child or the parents of the child. (W&IC 1524)

An institution maintaining a needy child may make application to the SDSW for aid for the child. Sec. 1526 of the W&IC (SEE SEC. 122-10, ANC DETERMINATION OF COUNTY OF RESIDENCE) does not apply to an application for aid when such application is filed with the SDSW by the institution. (W&IC 1557)

If the application is filed by an institution and is granted by the SDSW in the calendar month in which it was signed, payment of aid shall commence as of the date the application was signed; but if the application is filed by an institution and is granted by the SDSW in a subsequent month, payment shall be commenced as of the date determined by the SDSW. In no event shall payments of aid ante-date the date of an application. (W&IC 1558)

No child shall receive ANC while he is an inmate of a public hospital except with respect to temporary medical or surgical care not exceeding two calendar months. (W&IC 1529)

Sec. 163-00 OAS, ANB, APSB

ELIGIBILITY OF
INMATES OF NON-
PROFIT, FRATERNAL
AND BENEVOLENT
INSTITUTIONS

Aid shall be granted to any person, otherwise eligible, who is an inmate of a home or institution maintained by any fraternal, benevolent or nonprofit organization provided all the following conditions are met:

1. There is no contract obligating the home or institution to care for the inmate for life. (SEE SEC. 163-60, LIFE-CARE CONTRACTS IN NONPROFIT, FRATERNAL AND BENEVOLENT INSTITUTIONS.) (W&IC 3044.5, 3460)
2. In OAS, the home or institution has a written license or permit from the SDSW or from an inspection service approved or accredited by the SDSW in accord with Sec. 2300 of the W&IC and such license has not been revoked. (W&IC 2160.5)
3. In ANB and APSB, the per capita cost of maintenance within the home or institution does not exceed the sum of \$83.33 per month. Per capita cost is not a factor in determining eligibility for OAS except as provided in Sec. 143-30, Inmate's Interest Resulting from Assignment of Property to Nonprofit Institution. (W&IC 3044.5, 3460)
4. The inmate is either obligated to pay the institution for the support provided, or the value of the support given without charge to the inmate is such that his full need is not met. Whether or not the institution has made a bona fide request for payment of the support given shall be ascertained. When full support is not furnished by the institution and the inmate is otherwise eligible, aid shall be granted in an amount necessary to cover the portion of his care not furnished by the institution. (W&IC 3075, 3460; AGO NS5220)

Sec. 162-00 ANC

INELIGIBILITY
OF PUBLIC
INSTITUTION
INMATES

Aid shall not be granted for a child cared for in a Federal, State or county institution or school. Exception: Aid may be granted under certain circumstances to a child in a county hospital. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION)

Aid shall be discontinued effective as of the last day of the month in which the child for whom aid is received entered the public institution.

When aid is discontinued due to the confinement of such child in any public institution, the county may provide that aid be restored when the child ceases to be an inmate of the institution. Upon release of the child, aid may be granted for the balance of the month during which time the child was not an inmate provided the child is otherwise eligible. (W&IC 1529, 1560)

Sec. 162-05 OAS, ANB, APSB

ELIGIBILITY OF
PUBLIC INSTITU-
TION INMATES

An inmate of a public institution may apply for aid and, if otherwise eligible, aid shall be granted. The applicant may remain in the institution until he receives his first warrant at which time he shall cease to be an inmate. (W&IC 2160E, 3044, 3444)

The warrant delivered upon the person's release from the institution shall be in the full monthly amount, provided the application was signed on or prior to the first day of the month in which aid was granted. (SEE SECS. 610-60, PAYMENT TO INMATE OF PUBLIC INSTITUTION, AND 610-70, CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE FROM INSTITUTION.) (W&IC 2140, 2160E, 2183, 3044, 3075, 3084, 3444, 3460)

A person may apply for and receive aid while on parole from a State Hospital. (SEE SEC. 124-35, RESIDENCE WHILE ON PAROLE) (AGO NS858, NS3293)

A person confined in a public correctional institution is not eligible to receive aid and aid shall be discontinued as of the last day of the month in which a recipient enters a public correctional institution. Upon release, aid may be restored for the balance of the month during which he was not confined in a public correctional institution, provided he is otherwise eligible. (W&IC 2140, 2160E, 3044, 3075, 3444, 3460)

Aid shall not be granted to one who is on parole from a State or Federal prison, as he is constructively a prisoner and still an inmate of the prison to all intents and purposes. (AGO NS757)

An inmate of a veterans hospital or home may apply for ANB or APSB. (W&IC 3044, 3044.5, 3075, 3444, 3460; AGO NS572)

Sec. 163-50 ANB, APSB

PER CAPITA COST
AND NEED IN NON-
PROFIT, FRATERNAL
AND BENEVOLENT
INSTITUTIONS

A person who is receiving care in a nonprofit, fraternal or benevolent institution at a per capita cost in excess of \$83.33 is not considered to be in need. (W&IC 3044.5, 3460)

Sec. 163-55 OAS, ANB, APSB

DETERMINATION OF
PER CAPITA COST
IN NONPROFIT,
FRATERNAL AND
BENEVOLENT
INSTITUTIONS

The SDSW makes financial studies of the per capita cost of all institutions coming within the scope of the OAS, ANB and APSB laws. In ANB and APSB when an inmate of such an institution applies for aid, a report of the per capita cost in the institution shall be secured from the SDSW. In OAS such a report shall be requested only when as a condition of admission the applicant transferred property to the institution in such amount that the value of the applicant's resultant interest together with other personal property exceeds \$600. (SEE SEC. 143-30, INMATE'S INTEREST RESULTING FROM ASSIGNMENT OF PROPERTY TO NONPROFIT INSTITUTION) (W&IC 2140, 3044.5, 3460; AGO NS5220)

When the institution has not yet been studied by the SDSW, an estimate of the per capita cost, including a reasonable allowance for depreciation, should be secured from the institution. This tentative figure shall be used by the county pending determination of the per capita cost by the SDSW. (W&IC 2140, 3075, 3460)

Sec. 163-10 ANC

ELIGIBILITY OF
PRIVATE INSTITU-
TION INMATES

Assistance in ANC may be requested for any needy child otherwise eligible who is in an institution maintained for the care of dependent children in the usual manner for making such applications. (SEE SEC. 125-05, RESIDENCE OF ANC CHILD, APPLICATION FOR AID FILED BY INSTITUTION.)

Application for aid may be made by the institution in which the child is an inmate or by the county which assumes responsibility for the child. (W&IC 1557, 1560)

Sec. 163-20 ANC

HOME OFFERED
PRIVATE INSTI-
TUTION INMATES

No child maintained in a private institution for whom a bona fide offer of a proper free home has been made is eligible for further aid. No institution shall be required to surrender a child to a person of religious faith different from that of child or the parents of the child. (W&IC 1524)

Every offer of a home shall be carefully investigated before it is accepted. It shall only be accepted when it serves the best interest of the child concerned. (W&IC 1560)

Sec. 163-35 OAS, ANB, APSB

ELIGIBILITY FOR
ADMISSION TO
A NONPROFIT,
FRATERNAL OR
BENEVOLENT
INSTITUTION

Eligibility for admission to a fraternal home or any other home does not render a person ineligible for aid if he does not desire to avail himself of the privilege of entering such home.

An applicant who has an insurance policy providing optional life care in an institution is not required to take up such option.

An applicant who, after being accepted for admission to an institution, refuses to enter, may be granted aid provided he is otherwise eligible. (W&IC 2440, 3075, 3460)

Sec. 163-75 OAS, ANB, APSB

CANCELLATION OF
LIFE-CARE CON-
TRACTS IN NON-
PROFIT, FRATERNAL
AND BENEVOLENT
INSTITUTIONS

Residents of fraternal, nonprofit and benevolent institutions who have a valid and enforceable contract for support are not in need. Persons who voluntarily cancel such a contract for the purpose of qualifying for aid are not eligible. Determination as to the reason for cancellation of the contract shall be made by the county. (W&IC 2001, 2160.5, 3044.5, 3460)

If investigation reveals that it is impossible for the institution to carry out its contract, aid shall be granted to residents otherwise eligible. (AGO NS906)

When the welfare of the individual requires a living plan other than that provided by continued residence in the institution, the cancellation of a contract is not considered to be for the purpose of qualifying for aid. (W&IC 2140, 3075, 3460)

Sec. 163-85 OAS, ANB, APSB

REQUEST FOR PAY-
MENT FOR SUPPORT
IN NONPROFIT,
FRATERNAL OR
BENEVOLENT
INSTITUTION

Whether the governing body of the institution has adopted a resolution making a bona fide request for payment for the support given in the institution shall be ascertained. If such a resolution has been adopted written notification of its requirement shall be given to the inmates, either collectively or individually, and such notification constitutes a request for payment for the support given. When payment is required a copy of the resolution shall be on file in the county.

An inmate who is obligated to pay the institution for the support provided, or who receives support without charge in an amount less than total need, is eligible to receive aid when other eligibility requirements for the particular category of aid are met. (W&IC 2020.01, 2140, 3044.5, 3075, 3084, 3460, 3472; AGO NS3980)

Sec. 163-60 OAS, ANB, APSB

LIFE-CARE CONTRACTS
IN NONPROFIT, FRATERNAL AND
BENEVOLENT
INSTITUTIONS

Aid shall be granted to ANB and APSB applicants, otherwise eligible, in certain nonprofit, fraternal, or benevolent homes and institutions, provided such persons are not cared for under a contract for life care. (W&IC 3044.5, 3460)

Aid shall be granted to OAS applicants, otherwise eligible, in certain private homes and institutions provided such persons are cared for on a month-to-month basis, and not under a contract for a period of time exceeding one month. (W&IC 2160E)

The payment of dues or assessments by a member, or on his behalf, which funds are used in whole or in part toward the maintenance of persons within the home or institution does not in itself entitle the member to receive care for life in the home or institution. Likewise the transfer of property to the home or institution as a condition of admittance does not in itself result in a contract for life care. The fact that the person has agreed or promised to pay for his maintenance in the event he receives a pension, bequest, device, or other inheritance is immaterial. In general an agreement which specifies that the institution may terminate the rendering of care, with or without cause, does not constitute an agreement for life care. (W&IC 2160.5; AGO NS-4353)

An investigation shall be made to determine if an inmate is legally entitled to receive care for life. This investigation shall consist of an examination of the by-laws of the institution and of the application or agreement between the inmate and the organization or other parties, such as the members of the organization. When the results of the investigation leave doubt as to the existence of a life care contract the facts may be submitted to the SDSW for decision.

When the home or institution is providing any necessities for the inmate and is not requiring payment therefor from the inmate, the value of such contributions shall be considered in the same manner as other contributions in cash or in kind received from other sources. (SEE SECS. 152-90, VALUE OF CONTRIBUTION IN KIND, 153-70, INCOME FROM PRIVATE AGENCIES OR OTHER SOURCES, AND 153-60, INCOME FROM NONPROFIT, FRATERNAL OR BENEVOLENT INSTITUTIONS) (W&IC 2140, 3075, 3460)

Sec. 164-10 OAS, ANC

ELIGIBILITY
DURING
HOSPITALIZATION

A recipient of OAS, or a child in ANC, who enters a public hospital for medical or surgical care is considered to be in receipt of temporary medical or surgical care if on the first of the month for which payment is due he has not been confined in the hospital for two calendar months, and aid shall be paid. When two calendar months have elapsed since the recipient was admitted, aid shall be discontinued.

When the recipient or the child in ANC enters the hospital on the first day of the month the aid shall be discontinued effective as of the last day of the next calendar month, irrespective of the probable period during which he may remain in the hospital. (W&IC 1529, 2160E; AGO NS4700)

EXAMPLE a. A child receiving ANC is admitted to county hospital on July 1. Aid is payable for July and August but is not payable for September, because on September 1 the child had already been in the hospital for two calendar months. Aid shall be discontinued August 31.

EXAMPLE b. An OAS recipient is admitted to county hospital on July 5. It is known that he will probably remain in the hospital for many months. Aid is payable for August and for September because on the first of either month he had not been in the hospital for two calendar months. Aid is discontinued September 30.

The child receiving aid while in a boarding home or institution who enters a public hospital may be granted ANC for two calendar months. Decision as to the payment will depend upon the facts in the individual situation. (W&IC 1529, 1560)

Sec. 163-90 ANB, APSB

ELIGIBILITY OF
RECIPIENT ENTER-
ING NONPROFIT,
FRATERNAL OR
BENEVOLENT
INSTITUTION

A recipient of aid may enter a home or institution without affecting his eligibility for aid; provided the conditions set forth in Sec. 163-00 are met. (W&IC 3044.5, 3460)

Sec. 163-92 OAS

ELIGIBILITY OF
RECIPIENT
ENTERING
PRIVATE
INSTITUTION

A recipient of aid may enter a boarding home or other institution not supported in whole or in part by public funds without affecting his eligibility for aid unless care is provided under a contract for a period of time exceeding one month. The recipient's eligibility will not be affected when the institution is a fraternal, benevolent or nonprofit organization; provided the conditions set forth in Sec. 163-00 are met. (W&IC 2140, 2160E, 2160.5)

Sec. 163-95 OAS, ANB, APSB

INMATES IN
PRIVATE
INSTITUTIONS
OPERATED FOR
PROFIT

When an applicant or recipient is found to be in a private home or institution operated for profit, it is not necessary to determine the per capita cost of the institution. It is the presumption that the amount charged each resident for board and care in these homes represents the value of the commodities and services rendered to him. (W&IC 2140, 3075, 3460)

Sec. 163-97 OAS, ANB, APSB

RESIDENCE, IN-
MATES IN NON-
PROFIT, FRATERNAL
AND BENEVOLENT
INSTITUTIONS

The inmate of a nonprofit, fraternal or benevolent institution retains residence in the county from which he came to the institution in OAS. (SEE SECS. 125-15, OAS RESIDENCE OF INMATES OF PRIVATE INSTITUTIONS, AND 125-25, INMATE ENTERING PRIVATE INSTITUTION FROM OUT OF STATE.) (W&IC 2160.5)

Residence requirements in ANB and APSB for inmates of nonprofit, fraternal or benevolent institutions are the same as for other applicants. (SEE SEC. 125-00, RESIDENCE OF INMATES OF PRIVATE INSTITUTIONS) W&IC 3040, 3041, 3042, 3042.10, 3075, 3430, 3431, 3432, 3433, 3460; POL. C 52)

The thirty-day period is a period of continuous care. While in receipt of aid, a person may have care more than once for a thirty-day period.

Aid shall not be granted to a recipient who returns to the hospital immediately following the thirty-day period for the same ailment which was responsible for his former hospitalization, unless the release from and subsequent return to the hospital are in accord with the recommendation of a physician.

The maximum period for which aid may be given while a recipient is in a public hospital is fifty-nine days.

An ANB or APSB recipient who enters a private hospital may continue to receive aid while in the hospital provided he is otherwise eligible. The thirty-day limitation does not apply to private hospital care. (W&IC 3044, 3444; AGO NS4700)

Sec. 164-30 OAS, ANB, APSB

ELIGIBILITY
UPON ADMISSION
TO STATE
HOSPITALS

Court commitment to a State institution constitutes permanent confinement in that institution and therefore aid shall be discontinued as of the last day of the month in which the recipient enters the institution. (SEE SEC. 162-05, ELIGIBILITY OF PUBLIC INSTITUTION INMATES.)

Aid may be continued for recipients of OAS, ANB and APSB who are admitted to a State hospital for a temporary period. The probable duration of confinement must be ascertained at the time of admission, and the regular rules with respect to continuance of aid during temporary hospitalization apply. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION AND SEC. 164-20, ELIGIBILITY DURING HOSPITALIZATION) (W&IC 2140, 2160E, 3044, 3075, 3444, 3460)

Federal reimbursement is allowed for aid paid during the second calendar month of confinement in a public hospital only when a determination has been made that hospitalization is for a temporary period. Determination regarding the probable period of hospitalization shall be made immediately upon receipt of notification that the recipient has entered the county hospital in order to determine whether Federal funds may be claimed. (SEE SECS. 362-40, DISCONTINUANCE OF PAYMENT, SECTION II OF NOTICE OF CHANGE, AND 363-10, DISCONTINUANCE OF AID, SECTION II OF NOTICE OF CHANGE) (W&IC 2140, 1560; FSSB)

Periods of temporary hospitalization may recur, but aid shall not be paid to a recipient in OAS or for a child in ANC who returned to a hospital immediately following a temporary period of hospitalization for the same ailment which was responsible for his former hospitalization, unless the release from and subsequent return to the hospital are in accord with the recommendation of a physician. (W&IC 2140)

An OAS recipient or a child in ANC who enters a private hospital may continue to receive aid while in the hospital provided he is otherwise eligible. The two calendar month limitation does not apply to private hospital care. (W&IC 1529, 1560, 2160E)

In OAS, see Sec. 165-00, Payment to County Under W&IC Sec. 2160.7.

Sec. 164-20 ANB, APSB

ELIGIBILITY
DURING
HOSPITALIZATION

A recipient of aid who enters a public hospital for medical or surgical care shall be eligible to receive the following month's warrant if on the first day of that month, he has not been confined in the hospital for more than 30 days.

EXAMPLE: An ANB or APSB recipient is admitted to the county hospital on August 3. On September 1 he had not been in the hospital for 30 days, therefore, he is eligible to receive aid for September. If he is still in the hospital on September 30, aid is discontinued as of that date.

Does child have final decision about collecting his own pay, either in cash or by check?

If by check, does the child cash his own check, and, after receipt of the cash, does the child retain his portion and only turn over the amount agreed upon to the parent? (W&IC 1560, 2140, 3075, 3460; AGO NS1822)

Sec. 171-45 OAS, ANB, APSB

RESPONSIBILITY
OF PERSONS
RECEIVING
ASSISTANCE

A legally responsible relative who is an applicant for or recipient of public assistance shall not be required to make a contribution from his grant of aid to other persons for whom he is legally responsible. (W&IC 2006, 2140, 3003, 3008, 3075, 3402, 3407, 3460; AGO NS2382)

Sec. 172-00 OAS

INVESTIGATION
OF RESPONSIBLE
RELATIVES
WITHIN STATE

The county shall determine whether there is, within the State, a spouse or adult child pecuniarily able to contribute to the support of the applicant or recipient. The county shall request such spouse or child to file a sworn statement indicating whether he is in fact contributing and will contribute to the support of the applicant or recipient, and stating his net income and additional information necessary to determine his degree of liability. Such statement shall be filed within ten days of the county's request when the relative is living within the county, or within thirty days when living elsewhere in the State. (See Sec. 234-00 STATEMENT OF RESPONSIBLE RELATIVES OF APPLICANT.) (W&IC 2181, 2224)

Net Income is that amount which remains after subtracting those expenses necessary to the obtaining of the income. The following factors shall be considered in determining the net income of each relative:

a. Salary or Wages:

Among the necessary expenses may be union dues, if paid, the cost of tools or equipment including uniforms which must be purchased because of the employment, transportation expenses to and from the job, and the cost of meals necessarily purchased away from home due to the employment. Deduction shall not be made for social security taxes, other insurance or retirement deductions (whether voluntary or involuntary), personal income withholding taxes, stock or bond deductions of any kind.

The parent may emancipate the minor as to the entire earnings or income of the minor and yet retain full parental control of the minor in all other respects; in which event, the minor would have the same financial responsibility towards the parent as any adult child, but no more.

Emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

In determining the fact of emancipation, the reason for such emancipation must be ascertained and if it appears that the emancipation was made for the purpose of qualifying a member of the family for public assistance or for a greater amount of public assistance than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual for the purpose of public assistance.

The right of emancipation can be exercised only by the parent.

For the purpose of determining the cause of such emancipation, the following factors shall be weighed and determinations made:

1. There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instance, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made at a time prior to any consideration on the family's part of applying for public assistance; that the need of public assistance was due entirely to factors other than the emancipation of the child.
2. The child not living under the parental roof shall, on the declaration of the parents, be considered to be emancipated if such child is, in fact, using his earnings and income for his own support. This presumption of emancipation may be refuted by clear and convincing evidence that such parent has not emancipated the child and is, in fact, appropriating any portion of the child's earnings or income.

EXAMPLE: If the child has been permitted by the parent to retain his earnings without an accounting to the parent, such child would be deemed emancipated in respect to his earnings.

To assist in determining emancipation, the following should be ascertained:

Did child obtain job through own efforts or was job obtained by parent?

When the relative's sworn statement indicates that his net income is such that he would ordinarily have a degree of liability, but that he will not contribute in the amount fixed by the Relatives' Contribution Scale, due consideration shall be given to the special circumstances which the responsible relative may have listed as reason for not contributing according to the scale. In unusual cases the relative may be found to have a degree of liability less than that fixed by the Relatives' Contribution Scale. In some cases there may be a finding of no liability. (W&IC 2181)

The granting of, or continued receipt of, aid shall not be contingent upon the filing of a sworn statement by a spouse or adult child or upon recovery of aid granted from a responsible relative.

When an initial request for a sworn statement has been forwarded to the responsible relative and no reply has been received by the time other items of eligibility have been established and when the applicant has furnished evidence that he is not receiving support from the relative in question, appropriate action shall be taken on the application by the board of supervisors without further delay. In the absence of positive evidence to refute it, the affidavit of the applicant or recipient that he is not receiving support from such relative shall be adequate. In such cases the county shall, after action of the board of supervisors granting aid, make continued effort to obtain a sworn statement from the responsible relative living within the State. (SEE SEC. 234-00) (W&IC 2140, 2181.01)

When a spouse of the applicant or recipient has separate income (as distinguished from community income), such spouse's degree of legal responsibility for support, for which recovery action can be initiated, shall be measured by the scale. The extent to which the recipient or applicant is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the contribution actually received.

b. Commercial enterprise, such as business or farm operations:

Normal expenses of operating a business, including overhead, represent deductible items in determining the net income of the relative. That expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, should be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation should be deducted in determining the net income.

c. Commissions:

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income.

When the sworn statement indicates that the responsible relative is already contributing and/or will contribute an amount equal to that fixed by the Relatives' Contribution Scale, or when the affidavit indicates his income is such that no contribution may be required under the scale, no further inquiry shall be made into the relatives' financial circumstances unless there is information to refute the relative's statement of financial circumstances. (SEE SEC. 172-02, RELATIVES' CONTRIBUTION SCALE.) In the presence of information which appears to refute the sworn statement, it is expected that the county will exercise reasonable diligence in investigating further the financial circumstances of the relative. (W&IC 2146)

Allowances for parents, brothers, sisters and grand-children of servicemen are entirely voluntary and may be terminated at any time by the serviceman. (SEE SECS. 460-10, DEPENDENTS ELIGIBLE UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT, AND 460-50, TERMINATION OF ALLOWANCES.) Applicants and recipients shall not be required to request such allotments as a condition to the granting of aid. (W&IC 2140; SDAA)

If the person receiving aid has within the State a spouse or adult child pecuniarily able to support said person but who is not supporting or contributing to the extent of his ability as determined by the Relatives' Contribution Scale (or the lesser amount which the board of supervisors deems justifiable in unusual cases), the county shall request the district attorney or other civil legal officer of the county granting aid to proceed against such kindred in the order of their responsibility to support. Upon such demand, the district attorney or other legal officer shall on behalf of the county maintain an action in the superior court of the county granting aid against the relative. Such action shall be for the purpose of recovering such portion of the aid granted as the relative is able to pay and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable. (W&IC 2224)

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income, and 152-60, Offer of Support as Income.

When a spouse has community income arising from earnings, or from past services, (such as workmen's compensation, unemployment insurance or OASI, etc.), as distinguished from separate income, he may retain an amount of such community income sufficient for the support of himself and/or minor children. After the support of the spouse and/or minor children is met, the remainder of the income shall be considered income to the applicant or recipient unless it exceeds the amount retained by the spouse for his support and/or that of the minor children. In that event any excess shall be equally divided between the two spouses. (AGO NS5164, 5187; W&IC 2140)

An adult child's maximum liability for two living parents is the same as for one parent. The degree of legal responsibility for which recovery action may be initiated for an adult child living in the home of the applicant or recipient shall be measured according to the scale in the same manner as though he were not in the home. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

A married daughter shall not be required to make contributions unless she has income constituting her separate property. When the responsible relative is a married daughter and there is no agreement between the couple whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband since they are under his management and control. Under these circumstances the daughter's degree of liability is removed and she is considered a dependent on her husband. Thus when the responsible relative is a married daughter and the only income is community income of the couple, the daughter's degree of liability is removed. (AGO NS863; W&IC 2140, 2181, 2224)

Sec. 172-05 ANB, APSB

INVESTIGATION
OF RESPONSIBLE
RELATIVES WITHIN
STATE

The county shall determine the pecuniary ability of all legally responsible relatives (spouse, parent, or adult children) to assist the applicant or recipient, either by taking into consideration all aspects of the relatives' financial circumstances or by application of the Relatives' Contribution Scale to the net income of the relative. (SEE SEC. 172-02, RELATIVES CONTRIBUTION SCALE.) (W&IC 3082, 3460)

The gross amount of an employed person's salary or wages ordinarily represents his net monthly income from that source. Only those expenses which are attributable to the procurement and retention of the income (i.e., required union dues, transportation, etc.) shall be deducted in arriving at net income. Net income from a farm or business is determined by deducting normal operating expense and overhead for the business from the gross income. (AGO NS5187)

When the Relatives' Contribution Scale is used to determine pecuniary ability of the relatives of an applicant or recipient, the maximum degree of liability shall not exceed that amount which is determined on the basis of the scale. When the circumstances warrant, a degree of liability which is less than the amount fixed by the scale may be established. When a spouse of the applicant or recipient has separate income (as distinguished from community income), such spouse's degree of legal responsibility for support, for which recovery action may be initiated, shall be measured by the scale. The extent to which the recipient or applicant is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the contribution actually received.

Sec. 172-02 Relatives' Contribution Scale
OAS (mandatory), ANB and APSB (permissive)

The Relatives' Contribution Scale follows:

RELATIVES' CONTRIBUTION SCALE

A. Net monthly income of responsible relatives in one family	B. Number of persons dependent upon income										10 and over
	1	2	3	4	5	6	7	8	9		
C. Maximum required monthly contribution											
Under 155-----	0	0	0	0	0	0	0	0	0	0	
155 to 174-----	5	0	0	0	0	0	0	0	0	0	
175 to 194-----	10	0	0	0	0	0	0	0	0	0	
195 to 214-----	15	0	0	0	0	0	0	0	0	0	
215 to 234-----	20	0	0	0	0	0	0	0	0	0	
235 to 254-----	25	5	0	0	0	0	0	0	0	0	
255 to 274-----	30	10	0	0	0	0	0	0	0	0	
275 to 294-----	35	15	5	0	0	0	0	0	0	0	
295 to 314-----	40	20	10	5	0	0	0	0	0	0	
315 to 334-----	45	25	15	10	0	0	0	0	0	0	
335 to 354-----	50	30	20	15	5	0	0	0	0	0	
355 to 374-----	55	35	25	20	10	5	0	0	0	0	
375 to 394-----	60	40	30	25	15	10	0	0	0	0	
395 to 414-----	65	45	35	30	20	15	5	0	0	0	
415 to 434-----	70	50	40	35	25	20	10	0	0	0	
435 to 454-----	75	55	45	40	30	25	15	5	0	0	
455 to 474-----	80	60	50	45	35	30	20	10	0	0	
475 to 494-----	85	65	55	50	40	35	25	15	5	0	
495 to 514-----	90	70	60	55	45	40	30	20	10	0	
515 to 534-----	95	75	65	60	50	45	35	25	15	5	
535 to 554-----	100	80	70	65	55	50	40	30	20	10	
555 to 574-----	100	85	75	70	60	55	45	35	25	15	
575 to 594-----	100	90	80	75	65	60	50	40	30	20	
595 to 614-----	100	95	85	80	70	65	55	45	35	25	
615 to 634-----	100	100	90	85	75	70	60	50	40	30	
635 to 654-----	100	100	95	90	80	75	65	55	45	35	
655 to 674-----	100	100	100	95	85	80	70	60	50	40	
675 to 694-----	100	100	100	100	90	85	75	65	55	45	
695 to 714-----	100	100	100	100	95	90	80	70	60	50	
715 to 734-----	100	100	100	100	100	95	85	75	65	55	
735 to 754-----	100	100	100	100	100	100	90	80	70	60	
755 to 774-----	100	100	100	100	100	100	95	85	75	65	
775 to 794-----	100	100	100	100	100	100	100	90	80	70	
795 to 814-----	100	100	100	100	100	100	100	95	85	75	
815 to 834-----	100	100	100	100	100	100	100	100	90	80	
835 to 854-----	100	100	100	100	100	100	100	100	95	85	
855 to 874-----	100	100	100	100	100	100	100	100	100	90	
875 to 894-----	100	100	100	100	100	100	100	100	100	95	
895 to 914 and up-----	100	100	100	100	100	100	100	100	100	100	

(W&IC 2181, 3075, 3088, 3460, 3474)

(W&IC 2181, 3075, 3088, 3460, 3474)

When a spouse has community income (as distinguished from separate income), the spouse, provided he or she is not receiving categorical assistance, may retain sufficient of such community income for the support of himself or minor children. After the support of the spouse and minor children is met, the remainder of the income shall be considered income to the applicant or recipient unless it exceeds the amount retained by the spouse for his support and that of the minor children. In that event any excess shall be equally divided between the two spouses. (AGO NS5164)

The degree of legal responsibility of an adult child, for which recovery action may be initiated, shall be determined on the basis of the scale or the facts in each case, after giving due consideration to the needs of the adult child. An adult child's maximum liability for two living parents is the same as for one parent. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

When the responsible relative is a married daughter and there is no agreement between the couple, whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband since they are under his management and control. Under these circumstances, the daughter's degree of liability is removed and she is considered as a dependent of her husband; thus when the responsible relative is a married daughter and the only income is community income of the couple, the daughter has no legal responsibility on which recovery action may be initiated. (AGO NS863)

Allowances for parents, brothers, sisters and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. (SEE SECS. 460-10, DEPENDENTS ELIGIBLE UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT, AND 460-50, TERMINATION OF ALLOWANCES.) Applicants and recipients shall not be required to request such allotments as a condition to the granting of aid. (SDAA)

When the determination of the pecuniary ability of relatives is made by considering all aspects of the relatives' financial circumstances, rather than by applying the Relatives' Contribution Scale, the following items shall be taken into consideration:

1. Family responsibilities, including adequate support and care of dependents.
2. Expenses connected with employment, such as transportation, or other expenses incident to the retention of such employment.
3. Necessary expense for operation of commercial or agricultural enterprise, including the cost of livestock, taxes, interest and principal payments on encumbrances, necessary business and operating expenses which are past due and unpaid representing an obligation against the enterprise, depreciation, expenditures necessary to maintain the capital investment, etc.
4. Legal obligations and contracts already incurred; debts accumulated because of previous periods of unemployment of self or members of the family; medical or dental bills, with special regard for any additional health problems in the family, such as the illness of the husband, wife, or child, together with the need for assistance in the home because of illness.
5. All regular monthly expenditures (including any periodic insurance premium payments) necessary to maintain a healthful and decent standard of living in the community.
6. The particular needs of the spouse when a spouse has separate income, as distinguished from community income.

The following policies are applicable insofar as determination of pecuniary ability of responsible relatives is concerned regardless of the method used to determine such ability.

Sec. 172-10 ANC

INVESTIGATION
OF
RESPONSIBLE
RELATIVES
WITHIN
STATE, ANC

The county shall determine the ability of the parent or parents of a child for whom application is being made, to assist the child. The financial situation of the parent or parents shall be verified.

When it is impossible to verify the parents' financial situation, the records must show the efforts of the county to obtain this information.

Allowances for parents, brothers, sisters and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. (SEE SECS. 460-10, DEPENDENTS ELIGIBLE UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT, AND 460-50, TERMINATION OF ALLOWANCES.) Applicants and recipients shall not be required to request such allotments as a condition to the granting of aid. (W&IC 1560; CC 206)

Sec. 172-15 OAS, ANB, APSB, ANC

DETERMINATION
REGARDING
CONTRIBUTIONS
FROM
OUT-OF-STATE
RESPONSIBLE
RELATIVES

When responsible relatives, including members of the armed forces, are living outside the State and there is reason to believe that they are contributing, or have ability to make some contribution, inquiry should be made to determine the amount of contribution, if any, or the amount which will be made. Inquiry should be made by direct correspondence with the relative unless the recipient has acceptable verification of the amount of the contribution received. There is no requirement that the relative's reply be a sworn statement, and the use of the usual responsible relative's form for securing information from relatives living outside the State is not recommended.

During the period of hostilities, inquiry need not be directed to responsible relatives living in war zones.

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income, and 152-60, Offer of Support as Income. (W&IC 1560, 2140, 3075, 3460; CC 206)

The securing of a signed responsible relatives' statement (Form Bl 225) although not mandatory, is an acceptable method of determining the pecuniary ability of a responsible relative to assist the applicant or recipient.

The granting of, or continued receipt of, aid shall not be contingent upon the filing of signed statements by responsible relatives or upon recovery of aid. Aid shall be granted to properly qualified persons regardless of whether they have relatives of proper degree of kinship who are able, though not willing, to support or to contribute to the support of the person.

Aid shall not be denied if the responsible relative fails to return his signed statement unless the investigation indicates:

1. That the applicant or recipient is in receipt of contributions from responsible relatives in cash or in kind;
2. That these meet the extent of his verified needs; and
3. The responsible relatives are able and willing to continue such support.

When the initial inquiry and a thirty day follow-up request for a signed statement from a responsible relative brings no reply, or where it has been impossible to communicate with a responsible relative by any method within a reasonable time and other investigation is completed, action shall be taken on the application.

If the person receiving aid has within the State a spouse, parent, or adult child pecuniarily able to support such person but who is not supporting or contributing to the extent of his ability as determined by either of the above two methods, the county may request the district attorney or other civil legal officer of the county granting aid to proceed against such kindred in the order of their responsibility to support. Upon such demand, the district attorney or other legal officer may on behalf of the county maintain an action in the superior court of the county granting aid against the relative.

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income; 152-60, Offer of Support as Income; 234-00, Statement of Responsible Relatives of Applicant; and 351-30, Re-investigation of Relatives. (W&IC 3075, 3088, 3460, 3474)

For definition of ownership see Sec. 131-05, Ownership of Real Property. See also Glossary, Assessment, and Real Property. (W&IC 115, 116; AGO NS5202)

Sec. 287-65 OAS Item 20B; ANB, APSB Item 23B

AMOUNT OF
ENCUMBRANCES
ON
REAL PROPERTY

Enter in this item total encumbrances upon property reported in Item 20A in OAS and Item 23A in ANB and APSB. Include only amount which represents a specific debt against the property. Include any delinquent taxes, unpaid balances on contract purchases, liens, mortgages, trust deeds, etc. (SEE GLOSSARY--ENCUMBRANCE, AND SEC. 132-03, ENCUMBRANCES OF RECORD DEDUCTED FROM ASSESSED VALUE OF REAL PROPERTY.) (W&IC 115, 116)

Sec. 287-70 OAS Item 20C; ANB, APSB Item 23C

NATURE OF
REAL
PROPERTY

Classify each parcel of real property owned by applicant (in OAS owned by applicant and/or spouse) according to lines 1 through 4. If lines 1, 2, or 3 do not properly describe property, circle (4) and specify type of property in space provided.

1. Applicant's home--Circle (1) if applicant owns his home. Buildings on same parcel of property as applicant's dwelling should be included under this item.

2. Other improved property--Circle (2) for any improved real property that is not included in same parcel as dwelling owned and occupied by applicant. See Glossary, Improvements.

3. Unimproved property--Circle (3) if applicant owns a parcel of real property that is unimproved.

4. Other--Circle (4) if property owned by applicant is not classifiable according to lines (1) through (3). (W&IC 115, 116)

Sec. 287-75 ANB, APSB Item 21

PERSONAL
PROPERTY

See Glossary--Personal Property for definition.

a. Cash--Enter the amount of cash in addition to the ANB or APSB grant.

b. Securities--Enter value of securities including cash value of insurance not exempt under W&IC Secs. 3047 or 3447, also total value of encumbrances on such securities and insurance.

c. Other--Enter total value of any other personal property, and total encumbrances thereon. (W&IC 115, 116)

Sec. 287-85 ANB, APSB Item 12; ANC Item 17

CITIZENSHIP

See Sec. 112-05, Citizenship, ANB, APSB and ANC Laws. No specific reference is made to definition of an alien in chapter 112-00, Citizenship. Sec. 113-75, Process of Individual Naturalization, defines first papers. If applicant or ANC payee has not established citizenship or filed intention of becoming a citizen (first papers) circle (c). (W&IC 115, 116)

Sec. 287-57 ANB, APSB Item 20

INTEREST IN
TRAINING,
EMPLOYMENT OR
INSTRUCTION

a. Rehabilitation training--Circle (a) if applicant is interested in receiving rehabilitation training. Rehabilitation training refers to the training of an individual so that he may engage in some remunerative trade or occupation.

b. Employment--Circle (b) if applicant is interested in obtaining employment.

c. Instruction in Handicraft, Braille, Typing, etc.--Circle item (c) if applicant is interested in receiving instruction in handicraft, Braille, typing or some other instruction of therapeutic value.

d. None--Check item (d) when applicant is not interested in employment or any type of training or instruction. (W&IC 115, 116)

Sec. 287-58 OAS Item 18

PERSONAL
PROPERTY

See Glossary--Personal Property for definition.

a. Value--Enter total value of personal property excluding property exempt under W&IC Secs. 2163 (certain life insurance policies) and 2163.2 (personal effects).

b. Encumbrances--Enter amount of total encumbrances on property indicated under item (a). (W&IC 115, 116)

Sec. 287-59 OAS Item 19; ANB, APSB Item 22

LIFE
INSURANCE

a. None--Circle (a) if applicant does not own any life insurance policy (including so-called "burial" insurance).

b. Owns exempt policy--Circle (b) if applicant owns a life insurance policy (including so-called "burial" insurance) which is exempt from consideration under W&IC Sec. 2163.

c. Owns non-exempt policy--Circle (c) if applicant owns a life insurance policy (including so-called "burial" insurance) which is non-exempt under W&IC Secs. 2163 in OAS, 3047 or 3447 in ANB and APSB. (W&IC 115, 116)

Sec. 287-60 OAS Item 20A; ANB, APSB Item 23A

ASSESSED
VALUE OF
REAL PROPERTY

In OAS report total assessed valuation of all real property held by applicant and spouse. Include both separate and community real property, except as provided in Sec. 131-18, Ownership of Real Property by Separated Spouse.

In ANB and APSB report total assessed valuation of all separate real property owned by applicant and his share of community property. (SEE SEC. 131-12, OWNERSHIP OF SEPARATE AND COMMUNITY REAL PROPERTY).

When a Form Bl 227 is submitted by a recipient prior to the end of the month for which the warrant is being held and the findings of the physician are in agreement with those which raised a question with regard to continued eligibility, the withheld warrant shall be canceled. Aid shall be discontinued as of the last day of the month preceding that for which the warrant is canceled and a Notice of Change (Form Bl 232) shall be sent to the SDSW. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Upon the release of the warrant which was withheld because of a cloud on eligibility the warrant for the next or second month shall be issued and its delivery withheld, but not beyond the end of the month for which it is drawn.

If the physician's report of the third eye examination establishes eligibility for continued payments, the withheld warrant shall be delivered to the recipient before the end of the month for which it is drawn and aid shall continue in the amount to which the recipient is eligible.

If the physician's report of the third eye examination establishes ineligibility, or if eligibility is not determined by the end of the second month for which delivery of the warrant was withheld, the warrant shall be canceled and a Form Bl 232 discontinuing aid, effective with the last day of the month preceding that for which the warrant was canceled, shall be forwarded to the SDSW in the usual manner.

Under no circumstances shall warrants for more than two months be issued and withheld pending clearance of eligibility.

Exception: When an examination by the State Ophthalmologist discloses ineligibility insofar as blindness is concerned aid shall be discontinued without further eye examination. (SEE SEC. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL.) (W&IC 3050, 3075, 3083, 3460)

Sec. 361-40 ANB, APSB

CONTINUED
ELIGIBILITY
QUESTIONED ON
BASIS OF
PHYSICIAN'S REPORT
OF EYE EXAMINATION

When the State Ophthalmologist finds upon review of a Physicians Report on Eye Examination (Form Bl 227) that the facts contained in the report raise a question regarding degree of blindness, aid shall not be immediately discontinued. (SEE SECS. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, 180-25, SUCCESSIVE EYE EXAMINATION REPORTS.) The warrant for the coming month shall be issued in the usual manner but delivery withheld, though not beyond the month for which it is drawn. The recipient shall be immediately notified that continued eligibility is questioned, that continuance of aid is dependent upon clearance of eligibility, and that he may submit a Form Bl 227 from another physician from the approved list.

The submission of a Form Bl 227 from another physician may be dependent upon factors such as health condition of the recipient, proximity to a qualified examiner, etc. When such conditions exist and a Form Bl 227 is not submitted prior to the end of the month for which the warrant is being held, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. A second and final notice shall be sent to the recipient with the released warrant advising that further payment will not be made unless eligibility is immediately cleared.

When the Form Bl 227 secured by the recipient from another physician is in conflict with the one which raised a question regarding continued eligibility, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. An examination by a third physician shall be authorized and paid for by the county in order that a decision may be made on the basis of the two reports which agree. (SEE SEC. 180-25)

Sec. 361-60 ANC

CHANGE IN SCHOOL
STATUS REPORTED
ON NOTICE OF
CHANGE

A change in school status as set forth in Sec. 235-25, Verification of School Attendance, shall be reported to the SDSW on the Notice of Change (Form CA 232). (SEE SEC. 363-15, RECORDING CHANGE OF SCHOOL STATUS ON SECTION III OF NOTICE OF CHANGE.) (W&IC 1560; FSSA TITLE IV, SEC. 406(A))

Sec. 361-75 OAS, ANB, APSB, ANC

ACTION BY BOARD
OF SUPERVISORS ON
NOTICES OF CHANGE

Action of the board of supervisors is required upon all Notices of Change (Form Ag, Bl, CA 232) except those which report school status for ANC. (W&IC 1560, 2140, 2184, 3075, 3089, 3460)

Sec. 361-50 OAS, ANB, APSB

DISCONTINUANCE
OF AID

Aid shall be discontinued when the recipient does not meet the eligibility requirements of the respective category of aid. (W&IC 2001, 2140, 3026, 3075, 3089, 3460)

In OAS and ANB when ineligibility resulted from income received, but receipt of that income was not discovered by the county in time to discontinue the aid effective not later than the last day of the second month following that in which the income was received, aid shall continue if the recipient is otherwise eligible. He shall be requested to reimburse the county to the extent of the aid paid in the month the income was received from resources he may have other than the grant of aid and the income to which he is currently eligible under the provisions of the law for the particular category of aid. (SEE SEC. 670-85, OVERPAYMENTS CAUSED BY INCOME.)

Example: A couple, the grant of OAS for each being \$50 a month, were joint beneficiaries of a friend's insurance policy. They received \$500 or \$250 each on August 15. Aid is discontinued August 31. (SEE SEC. 215-00, RESTORATION OF AID.) Should the county not learn of the income until September or October, aid is discontinued, effective September 30, or October 31, respectively. Should the county not learn of the income until November 5, when the annual reinvestigation is made, aid shall not be discontinued, but each recipient shall be requested to refund \$50.

Discontinuance of aid is effective as of the last day of the month for which the last warrant was delivered. (W&IC 2140, 2183, 3075, 3460)

When a transfer of costs between counties falls upon the first day of the month, the effective date of discontinuance by the first county shall be the last day of the preceding month. (W&IC 2220, 3090, 3450)

In OAS, ANB and APSB, when a warrant is issued but not delivered prior to the recipient's death, aid shall be discontinued as of the last day of the preceding month. (SEE SEC. 611-00, PAYMENT WHEN GRANTEE DIES.) (W&IC 2140, 3075, 3460; AGO NS1930)

Sec. 600-00 Provisions of the W&IC Regarding Fiscal Procedures--Continued

LAWS RELATING TO PAYMENT OF AID	OAS	ANB APSB	ANC
TIME OF BEGINNING AID.	2160E 2182 2182.1 2183 2183.9 2200	3044 3082 3084 3086 3090 3444 3450 3460	1527 1550 1551 1552 1558
PAYMENT FOR FULL MONTH IF ELIGIBLE ON FIRST OF MONTH. ALL PAYMENTS OF AID SHALL BE MONTHLY IN ADVANCE BY COUNTY WARRANT EXCEPT PAYMENTS IN ANC TO BOARDING HOMES AND INSTITUTIONS WHICH MAY BE AT THE END OF THE MONTH.	2160.6 2183	3044 3444 3084 3460	1552.3 1552 1556.5
COUNTY WARRANTS FOR AID SHALL BE CANCELLED IF NOT PRESENTED TO COUNTY TREASURER FOR PAYMENT WITHIN 6 MONTHS FROM DATE OF ISSUANCE.	222	222	222
PAYMENTS TO INMATES OF INSTITUTIONS (INCLUDING PUBLIC HOSPITALS).	2160E 2160.5 2160.6	3044 3044.5 3444	1524 1529 1558 1560
DUPLICATE WARRANTS TO BE ISSUED WITHOUT FILING OF BOND BY PAYEE WHEN WARRANTS ARE DESTROYED OR LOST.	140	140	140
LAWS RELATING TO COLLECTION AND ADJUSTMENTS			
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT.	2024	3007 3406	1504
RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY.	2007	3006 3405	1506
EXCESS AID PAID SHALL BE RECOVERABLE AS A DEBT.	2222		
ERRONEOUS REPAYMENTS REFUNDED TO RECIPIENT	2222.7		
DISCOVERY OF EXCESS PROPERTY OR INCOME AFTER DEATH.	2223		
AID RECEIVED IN GOOD FAITH BUT RECIPIENT HAS EXCESS PROPERTY.	2223.5		
RELATIVE RESPONSIBILITY, RECOVERY FROM, CREDITED TO FEDERAL, STATE, AND COUNTY GOVERNMENTS IN PROPORTION TO PARTICIPATION.	2224	3088 3474	
AID GRANTED DOES NOT CONSTITUTE LIEN UPON ANY PROPERTY.	2225		
LAWS RELATING TO TRANSPORTATION OF NEEDY CHILDREN CLAIMS			
COUNTY MAY TRANSPORT NEEDY CHILDREN OUTSIDE THE STATE AND STATE SHALL PAY ONE-HALF OF THE TOTAL EXPENSE INCURRED.			1580

Sec. 600-00 Provisions of the W&IC Regarding Fiscal Procedures
OAS, ANB, APSB, ANC

LAWS RELATING TO ESTIMATES, ADVANCES, EXPENDITURES, ADMINISTRATIVE EXPENSE AND CLAIMS.	OAS	ANB APSB	ANC
WHILE FEDERAL GOVERNMENT MAKES GRANTS TO THE STATE A PORTION THEREOF SHALL BE ALLOTTED TO COUNTIES FOR GRANTS AND FOR COSTS OF ADMINISTRATION; PAYMENT OF STATE MONIES TO COUNTIES IS ALSO AUTHORIZED.	2021.001 2186 2187 2187.01	3087 3087.1 3480	1553 1554
METHOD OF COMPUTING AND PAYING GRANTS AND COSTS OF ADMINISTRATION TO COUNTIES	2188	3087.2 3481	1555
REPORTS OF AID PAID SHALL BE MADE BY COUNTIES AND AUDITED BY SDSW AND STATE CONTROLLER. CLAIMS FOR ANC IN BOARDING HOMES AND INSTITUTIONS SHALL BE FILED AND PAID SEPARATELY.	2189	3087.3 3482	1556 1556.5 1559
SDSW SHALL REQUIRE COUNTY TO BEAR PROPORTIONATE SHARE OF TOTAL EXPENSE OF FURNISHING AID.	114	114	114
COUNTIES (AND INSTITUTIONS IN ANC) REQUIRED TO COMPLY WITH ALL REQUIREMENTS OF LAW BEFORE RECEIVING APPORTIONMENT OF AID.	2023	3078	1560
COUNTIES SHALL PAY ALL NECESSARY EXPENSE FOR ADMINISTRATION.	2185		
STATE APPROPRIATION OF \$500 PER ANNUM FOR EACH COUNTY RESIDENT RECEIVING OAS, AND \$600 PER ANNUM FOR EACH NON-COUNTY RESIDENT RECEIVING OAS.	2021.01		
STATE APPROPRIATION OF \$300 PER ANNUM FOR EACH COUNTY RESIDENT RECEIVING ANB OR APSB AND \$600 PER ANNUM FOR EACH NON-COUNTY RESIDENT RECEIVING ANB OR APSB.		3025 3420	
ACCEPTANCE OF AID FROM FEDERAL GOVERNMENT SHALL NOT REDUCE MAXIMUM AMOUNT WHICH MAY BE GRANTED		3004	
STATE APPROPRIATION OF \$180 PER ANNUM FOR EACH NEEDY CHILD WHO HAS COUNTY RESIDENCE AND \$270 PER ANNUM FOR EACH NEEDY CHILD WHO HAS NON-COUNTY RESIDENCE PROVIDED THE APPLICATIONS FOR SUCH CHILDREN ARE NOT MADE DIRECTLY TO THE SDSW BY AN INSTITUTION. IN THE LATTER CASE \$180 PER ANNUM IS ALLOTTED.			1510 1512
AMOUNT OF AID TO WHICH ELIGIBLE APPLICANTS, OR CHILD IN ANC IS ENTITLED IS SET FORTH.	2020 2020.01 2020.05	3084 3472	1511
PAYMENT IN AN AMOUNT AS NEEDED FOR CARE OF EACH CHILD WHOSE APPLICATION IS NOT MADE DIRECTLY TO THE SDSW BY AN INSTITUTION IS AUTHORIZED, STATE'S SHARE IS INDICATED.			1511
COUNTY HOSPITAL SUBVENTION. THE STATE'S SHARE OF OAS WHICH RECIPIENT WOULD HAVE BEEN ELIGIBLE TO RECEIVE, WERE HE NOT CONFINED IN A COUNTY HOSPITAL, SHALL BE PAID TO THE COUNTY.	2160.7		

Sec. 645-10 OAS, ANB, ANC

EXPENDITURES
FOR
PURPOSES OF
ADMINISTRATION

An expenditure for purposes of administration must be for purposes other than "assistance" (cash or kind), must be directly pertinent or reasonably related to the provisions of financial assistance in the category to which it is allocated and must not be properly chargeable to another program or to any form of assistance as such. (FSSB)

The usual activities involving costs of public-assistance administration for which participation may be claimed are:

1. Supervising the operation of public assistance programs;
2. Developing, evaluating and modifying standards of operation;
3. Maintaining social, financial and statistical records;
4. Preparing and presenting information to official bodies and the public;
5. Determining the original and continued eligibility of individuals for financial assistance and ascertaining the amount of assistance to be granted; e.g.:
 - a. The cost of blind eye examinations. (SEE SECS. 180-15, DETERMINATION OF DEGREE OF BLINDNESS, 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATIONS, AND 645-80, EXPENDITURES FOR EYE EXAMINATIONS.)
 - b. The cost of \$1.00 for search of draft records. (SEE SEC. 107-85, DRAFT BOARD RECORDS AS AGE EVIDENCE.)
 - c. The cost of search of census records, \$1.00 for routine search or \$3.00 provided the circumstances justify a special search. (SEE SEC. 107-65, U. S. CENSUS RECORDS AS AGE EVIDENCE.)
6. Providing such financial assistance. (W&IC 1553, 2186, 3087; FSSB)

Sec. 645-00 OAS, ANB, ANC

FEDERAL
PARTICIPATION
IN
ADMINISTRATIVE
COSTS

The Federal Government participates through the State in county costs of administration as follows:

1. OAS ---The Federal Government pays the State 5% of the Federal share of assistance grants. Of this amount, the State now gives to the counties, matching sums actually spent for administration, a percentage as ordered by the SSWB. (W&IC 2186)
2. ANB and ANC---The Federal Government pays one-half of the actually incurred cost of administration for aid cases eligible for Federal participation. (W&IC 1553, 3087)

The Federal Government does not participate in salary or other expenditures of county offices other than the welfare department. For example, it does not participate in expenditures for operation of county auditors' offices. The Federal Government does not participate in expenditures for operation of projects such as commissary stores, woodyards, sewing, issuance of hospitalization and clinic permits, shoe repair, rehabilitation and other miscellaneous projects, even though such programs are supervised by the welfare department. Administrative expense for such projects when included in welfare appropriations must be included in gross expenditures on the Administrative Expense Worksheets (Forms DFA 64 and DFA 64A) and reported in OWP column. (SEE SEC. 645-26, EXPENDITURES FOR COMMISSARIES.) (FSSB)

When costs of mailing assistance warrants (postage, warrants and stamped envelopes) are included in welfare appropriations they shall be shown on Administrative Expense Worksheet for Maintenance and Operation and Capital Outlay (Form DFA 64A) under Columns 1 through 4. No distribution to programs shall be made. When expenditures are made from other than welfare appropriations they shall not be shown on the administrative expense claim. (FSSB)

Sec. 645-25 CWS

EXPENDITURES
FOR
CWS

In those counties where contracts have been approved for the employment of CWS workers, the amount of a CWS worker's salary chargeable to CWS shall be determined on the basis of effort expended. If the amount so determined is less than the amount received for CWS from the U.S. Children's Bureau, an amount equivalent to the amount received from the U.S. Children's Bureau shall be charged to OWP and the balance of the worker's salary shall be apportioned among all other programs on the basis of the effort expended excluding CWS.

The minimum amount charged to OWP shall be that amount reimbursed to the county by the SDSW from the U. S. Children's Bureau funds. In those counties where the entire cost is borne by Federal funds, the entire salary shall be included in the OWP category. (FSSB)

Sec. 645-20 OAS, ANB, ANC

EXPENDITURES
FOR
PERSONAL
SERVICES

Participation may be claimed in monies paid to employees engaged in administration of cases eligible to Federal aid for OAS, ANB, and ANC for personal services rendered the individual applicant or recipient to assure him the maximum benefit from the money payment in relation to personal, family, and community resources provided that the following conditions are true:

1. Such services are not performed incident to other public functions;
2. The county has conformed to the requirements of the merit system in the employment of such persons. (SEE CHAPTER 070-00, WELFARE PERSONNEL STANDARDS);
3. Such services are rendered during the period of pending and continuing eligibility and for a reasonable period after the cessation of the money payment.

Costs of services may be reported for purposes of securing Federal matching in respect to:

1. Information, analysis, investigation, consultation planning and referral, including the cost of transportation and other expenses necessary to enable the applicant or recipient to receive technical services in respect to legal medical and social problems; excluding the cost of legal, medical, educational, rehabilitative and remedial services that go beyond consultation, diagnosis and planning;
2. Costs of mental and physical examinations and other diagnostic services necessary to determine the mental or physical condition of the applicant or recipient or of a member of the household affecting his health and well-being, including expenses necessary to secure the service, but excluding the costs of medical treatment;
3. Costs of services, including consultation and arrangements for counsel, necessary in the adjustment of legal problems of the applicant or recipient of public assistance, including the official fees, the costs of documents and other expenses necessary to secure the service but excluding attorney's fees and the costs of judicial proceedings except as provided in 4; and
4. Costs of guardianship proceedings for applicants or recipients of public assistance. (FSSB)

Sec. 670-75 OAS, ANB, APSB, ANC

INVESTIGATION
OF OVERPAYMENTS

Whenever it appears that an overpayment of aid has occurred, the county shall ascertain whether the right to request repayment of aid exists, and shall record the conclusion and the basis therefor, in the case file. (W&IC 1560, 2140, 3006, 3075, 3405, 3460)

Sec. 670-80 OAS, ANB, APSB, ANC

OVERPAYMENTS
CAUSED BY
POSSESSION OF
EXCESS PROPERTY

If a recipient received aid to which he was not entitled by virtue of possession of excess real or personal property, and there is a showing that the recipient committed actual fraud, the right exists to request repayment of all aid illegally received.

If the recipient did not commit actual fraud, i.e., where constructive fraud was committed, or where a mistake of fact occurred, the right exists to request repayment of aid only to the extent of the largest amount by which his real or personal property exceeded the maximum allowable for the particular category of aid during the period of ineligibility. (SEE GLOSSARY, FRAUD, AND MISTAKE OF FACT.)

In no event shall repayment be in an amount greater than the aid which the recipient received while possessed of excess property, except as provided in Sec. 671-10, Discovery of Excess Property or Income Subsequent to Recipient's Death. (W&IC 1506, 2007, 2222, 2223, 2223.5, 3006, 3405; AGO NS4473)

Example a: An applicant for OAS reported the possession of certain shares of preferred stock, of which he did not know the value, and a small bank account. The county determined that the applicant had \$100 in the bank, and that the stock was worth \$200. Aid was granted at \$40 a month, effective October 1, 1941. Aid was increased to \$50 a month effective July 1, 1943. In October, 1943, the county discovered that the stock was worth \$1,200; the valuation of \$200 was in error, because the county had erroneously obtained the value of common stock, instead of preferred stock. To determine the amount of repayment to be requested, the county must determine the largest amount by which the personal property exceeded the maximum allowable during the period of ineligibility. This amounts to \$800 (\$1,300 less \$500). During the period of ineligibility (10/1/41 through 10/31/43), the recipient received \$1,040 (21 x \$40 plus 4 x \$50). Since the amount of excess personal property (\$800) was smaller than the amount of aid received during the period of ineligibility (\$1,040), the amount of \$800 was subject to repayment.

Sec. 670-00 Tabular Analysis of Provisions of the W&IC Regarding Repayments
OAS, ANB, APSB, ANC

AID	BASIS FOR RECOVERY FROM RECIPIENT BY COUNTY OR SDSW	BASIS FOR RECOVERY FROM RELATIVE BY COUNTY	BASIS FOR RECOVERY FROM ESTATE BY SDSW	AMOUNT RECOVERABLE	APPLICABLE CODE SECTIONS
OAS	AID ILLEGALLY OBTAINED			AMOUNT OF AID IL- LEGALLY RECEIVED	2007 2222
OAS	EXCESS AID RECEIVED BECAUSE OF POSSESSION OF EXCESS PROPERTY, WHERE RECIPIENT ACTED IN GOOD FAITH			AMOUNT OF EXCESS AID RECEIVED, OR AMOUNT OF EXCESS PROPERTY, WHICH- EVER IS LESS	2223.5
OAS			RECIPIENT POSSESSED OF EXCESS PROPERTY OR IN- COME WHICH HE DID NOT DISCLOSE TO COUNTY AND WHICH WAS DISCOVERED AFTER RECIPIENT'S DEATH	DOUBLE THE AMOUNT OF EXCESS AID RE- CEIVED	2223
OAS ANB APSB		RECIPIENT HAS WITH- IN THE STATE A RE- SPONSIBLE RELATIVE PECUNIARILY ABLE TO SUPPORT RECIPIENT		SUCH PORTION OF AID GRANTED OR TO BE GRANTED AS RELATIVE ABLE TO PAY	2224 3088 3474
ANB APSB ANC	AID OBTAINED BY MEANS OF FALSE STATEMENT OR REPRESENTATION OR BY IMPERSONATION OR OTHER FRAUDULENT DEVICE			AMOUNT OF AID RE- CEIVED BY FRAUDU- LENT MEANS	1506 3006 3405

Example b: Recipient is receiving an OAS grant of \$46 a month, \$4 being deducted for use and occupancy value. The county discovers that the deduction of \$4 was in error, and that, on the basis of the assessed valuation, etc., \$6 should have been deducted. Overpayments of \$2 a month occurred. Adjustment may be made as provided in Sec. 361-10, Decrease in Grant, for the overpayments occurring within the current income period. Since the recipient did not commit fraud, either actual or constructive, but a mistake of fact occurred, no right exists to request repayment of overpayments which occurred prior to the current income period.

In OAS, ANB and ANC the county shall determine whether the income was used to meet bona fide needs which had not been taken into consideration in computing the amount of the grant. If the income was so used, the county may determine that no overpayment occurred. (W&IC 1511, 1560, 2020, 2020.01, 2140, 3075, 3084)

Example c: A mother is receiving an ANC grant of \$67 a month for her three children. In December she worked part-time and earned \$20. The county discovers the receipt of this income in January and verifies that the income was spent to buy eyeglasses needed for one of the children; this need had not been taken into consideration when the grant was computed. The county may determine that no overpayment occurred, and that no repayment is in order.

Example b: If, in the foregoing example, the recipient had purposely withheld information from the county regarding ownership of any stock, actual fraud would have been committed, and repayment of \$1,040 would be due.

Sec. 670-85 OAS, ANB, APSB, ANC

OVERPAYMENTS
CAUSED BY
INCOME

If an overpayment caused by income is discovered too late to effect an adjustment in the grant within the current income period (FOR EXCEPTION IN APSB SEE SEC. 361-15, ADJUSTMENT IN AMOUNT OF GRANT) the right to request repayment of aid exists only in those cases where the recipient committed fraud, either actual or constructive. Where the overpayment was the result of a mistake of fact, no right to request repayment of aid exists. (SEE GLOSSARY, FRAUD, AND MISTAKE OF FACT.) (W&IC 1506, 2007, 2222, 3006, 3405; AGO NS4473)

Example a: Recipient is receiving an ANB grant of \$50 a month. Aid began February 1, 1943. The county in January, 1944, discovers that in September, 1943, recipient received deductible income of \$15, which was not used to meet bona fide needs of the recipient. Since he neglected to report this income, constructive fraud was committed, and the right exists to request repayment of \$15.

Sec. 671-20 OAS, ANB, APSB, ANC

SOURCE OF
REPAYMENT

If it has been determined that a repayment of aid is due, the recipient is obligated to make such repayment from assets he may have other than the current grant and the income required to meet the current need. Repayment may be required to be made from the current grant or the income required to meet the current need only if repayment is made prior to the expiration of the current income period. (SEE SECS. 215-10, RESTITUTION AND RESTORATION OF AID, AND 361-10, DECREASE IN GRANT.) (W&IC 1505, 1560, 2006, 2140, 3008, 3075, 3407, 3460)

Sec. 671-25 OAS, ANB, APSB, ANC

DEMAND FOR
REPAYMENT

Whenever the county has determined that the right exists to request repayment of aid, the county shall make a demand for payment. When the recipient declares himself unable to make the payment, the county shall verify his statements and record the findings in the case file. When the recipient does not make repayment, all actions necessary to secure restitution may be brought against him. (W&IC 1506, 2007, 3006, 3405)

Sec. 670-90 OAS, ANB, APSB, ANC

OVERPAYMENTS
CAUSED BY
OTHER FACTORS

If the overpayment was due to any reason other than the possession of excess property or the receipt of income, the right to request repayment of aid exists only in those cases where the recipient committed fraud, either actual or constructive. Where the overpayment was the result of a mistake of fact, no right to request repayment of aid exists. (SEE GLOSSARY, FRAUD, AND MISTAKE OF FACT.) (W&IC 1506, 2007, 3006, 3405; AGO NS4473)

Sec. 671-10 OAS

DISCOVERY OF
EXCESS PROPERTY
OR INCOME SUB-
SEQUENT TO
RECIPIENT'S
DEATH

If, upon the death of a recipient of OAS it is discovered that he was possessed of property or income in excess of the amount allowed under the OAS Law, the county shall immediately refer his case to the SDSW for appropriate action. The SDSW, in conjunction with the Attorney General, will proceed against the estate of the deceased recipient. Upon recovery from the estate the county share of the repayment will be remitted by SDSW to the county. (W&IC 2223)

Sec. 800-65 CWS

PARTIAL
MONTH
CLAIM

In determining the amount of a claim covering salary of a CWS worker for a portion of a month, the rate is computed on the actual number of days in the month.

EXAMPLE: Salary was paid to a county CWS worker at the rate of \$150 a month for ten days in January. According to the agreement between the county and the SDSW, the State reimburses the county at the rate of \$120 of the \$150 salary, or a $\frac{4}{5}$ portion. The county pays the remaining $\frac{1}{5}$.

$10/31 \times \$150.00 = \48.39 amount paid worker by
county

$\frac{4}{5} \times \$48.39 = \38.71 amount of claim made by
county

(SEE EXAMPLE, FORM CWS 1.) (SBC)

Sec. 800-75 CWS

STATE
AUDIT
OF
CLAIMS

CWS claims are audited to records and agreements in the office of the SDSW, and are forwarded to the State Controller's Office for payment. Warrants are payable to and are forwarded to the county treasurer. (SBC)

Sec. 800-85 CWS

CLAIM
CORRECTIONS

Counties are notified, by means of a claim correction letter, of corrections and changes in amounts which have been made during the audit of claims in the SDSW office. The reason for each correction or change is stated. (SBC)

Sec. 800-57 CWS

EXPENDITURES
FOR
CWS

In those counties where contracts have been approved for the employment of CWS workers, the amount of a CWS worker's salary chargeable to CWS shall be determined on the basis of effort expended. If the amount so determined is less than the amount received for CWS from the U.S. Children's Bureau, an amount equivalent to the amount received from the U.S. Children's Bureau shall be charged to OWP and the balance of the worker's salary shall be apportioned among all other programs on the basis of the effort expended excluding CWS.

The minimum amount charged to OWP shall be that amount reimbursed to the county by the SDSW from the U.S. Children's Bureau funds. In those counties where the entire cost is borne by Federal funds, the entire salary shall be included in the OWP category. (FSSB)

Sec. 800-60 CWS

CWS
CLAIMS
AND
FINANCIAL
FORMS

CWS claims are filed to secure reimbursement to the county for salary or salary and traveling expenses of workers in accordance with the terms of the CWS agreement between the county and the SDSW (SEE SEC. 800-20, AGREEMENTS). The following form is used:

CWS 1, Monthly Claim, for Federal Grant for Child Welfare Services Covering Salary or Salary and Traveling Expenses of County Worker.

Traveling expenses of CWS county workers may be claimed only when the approved agreement between the county and the SDSW specifically provides for Federal participation in such expenses.

All CWS claims shall be submitted to the SDSW in duplicate as soon as possible after the end of the month for which such expense claims are made. The ability of the SDSW to submit quarterly statements of expenditures, as required by the Federal Government is dependent upon prompt submission of claims by participating counties. (SEE FORM CWS I IN SEC. 800-99, FORMS USED IN CWS.) (W&IC 116, 120; SBC)

Sec. 800-99 Forms Used in CWS

800-99

CWS

FORM CWS 1

Form CWS1, July, 1943
State of California
Department of Social Welfare
MONTHLY CLAIM FOR FEDERAL GRANT FOR
CHILD WELFARE SERVICES
COVERING SALARY OR SALARY AND TRAVEL
EXPENSES OF COUNTY WORKER

Submit in Duplicate to
State Department of Social Welfare
Sacramento

READ THIS AFFIDAVIT CAREFULLY

STATE OF CALIFORNIA
To _____ SACRAMENTO COUNTY, Dr.
FOR CHILD WELFARE SERVICES
For the Month of August, 1943. FISCAL YEAR
(Do not write in this space)
AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF THE
CHILD WELFARE SERVICES PROGRAM

(1) WARRANT NUMBER	(2) NAME	(3) CLASSIFICATION TITLE	(4) TIME EMPLOYED		(5) RATE	(6) TOTAL AMOUNT PAID WORKER FOR (A) (B) SALARY TRAVEL		(7) AMOUNT CLAIMED FROM FEDERAL FUNDS
			FROM	TO		NO OF DAYS OR HOURS		
506	JANE SMITH	CHILD WELFARE SERVICES WORKER	1	31	31	150.00	150.00	120.00
" OFFICE SPACE, EQUIPMENT, STENOGRAPHIC SERVICES AND TRANSPORTATION WERE FURNISHED BY (NAME OF COUNTY) COUNTY DURING THE MONTH OF AUGUST, 1943 "								
TOTAL AMOUNT CLAIMED FOR CHILD WELFARE SERVICES								\$ 120.00

STATE OF CALIFORNIA } ss.
COUNTY OF SACRAMENTO }
JOHN DOE, Being duly sworn, deposes and says:
That he is the county official responsible for relief in and for the said county; that the above payroll or
payroll and charges covering traveling are correct; that the work for which payment is shown was actually per-
formed during the month as specified; that the individuals whose names are set forth herein were employed to
perform such services in accordance with agreement, and that all the provisions of the contract governing such
employment have been fully complied with and that the said individuals have each received the amounts set
opposite their respective names and that the claim is in accordance with the contract with the State Department
of Social Welfare under Title V, Part 2 of the Social Security Act.

Subscribed and sworn to before me this 2nd
day of September, 1943.
Mary Jones
Title Deputy County Clerk

Signature of Director or Official in charge of county relief
Title County Welfare Director
APPROVED Richard Roe
Chairman, Board of Supervisors

I HEREBY CERTIFY, that warrants totaling the amount shown have been issued to the persons listed above.
John Doe
County Auditor

FORM CWS 51

U. S. DEPARTMENT OF LABOR
CHILDREN'S BUREAU
WASHINGTON

Form CWS-51
January 1940

CHILDREN ACCEPTED FOR SERVICE
(A Report To Be Made Monthly by Individual Child-Welfare Workers in Counties or Other Local Units)

State of California County or local area X Month July, 1942.
Reported by John Doe Type of worker: CWS ☒ Other ☐ Date August 2, 1942

A—CHILDREN RECEIVING SERVICE DURING MONTH

	NUMBER
1. Children carried over from preceding month (item 5 preceding month).....	77
2. Children added during month.....	4
3. Total children during month (1 plus 2).....	81
4. Children discharged during month.....	9
5. Children carried forward to following month (3 minus 4).....	72
6. Families represented by children reported in item 5.....	28

B—WHEREABOUTS OF CHILDREN ON LAST DAY OF MONTH X X X X X X X X

7. Total children (same as item 5; sum of 8, 9, 10, 11, and 12).....	72
8. In home of child's parents.....	47
9. In home of child's relatives.....	5
10. In foster home: Total (sum of (a), (b), and (c)).....	16
(a) Free home.....	0
(b) Boarding home.....	15
(c) Work or wage home.....	1
11. In institution.....	3
12. Other (specify) <u>In boarding home</u>	1

C—CHILDREN IN HOME OF PARENTS OR RELATIVES ON LAST DAY OF MONTH BY TYPE OF ASSISTANCE GRANTED TO FAMILY X X X X X X X X

13. Unduplicated number of children (same as sum of items 8 and 9).....	52
(a) Children in families receiving no assistance from public programs.....	11
(b) Children in families receiving aid from public general relief programs and veteran's relief programs.....	8
(c) Children in families receiving aid to dependent children.....	32
(d) Children in families receiving other types of categorical assistance.....	0
(e) Children in families receiving aid through WPA and other works programs, NYA, or FSA.....	1

U. S. GOVERNMENT PRINTING OFFICE 16-55234-1

ABBREVIATIONS

GLOSSARY

SBC	--State Board of Control
SBE	--State Board of Equalization
SCD	--Surplus Commodities Distribution
SDAA	--Servicemen's Dependents Allowance Act
SDE	--State Department of Education
SDI	--State Department of Institutions
SDPH	--State Department of Public Health
SDSW	--State Department of Social Welfare
SMA	--See AMA
SSWB	--State Social Welfare Board
Sec	--Section
TBF	Child of Tuberculous Father
UCB	-- See UI
UI	--Unemployment Insurance
USC	--United States Code
USCB	--United States Children's Bureau
USES	--United States Employment Service
USHA	--United States Housing Authority
USIRC	--United States Internal Revenue Code
Veh C	--Vehicle Code
W&IC	--Welfare and Institutions Code
WFU	--Child Whose Father's Whereabouts Is Unknown
WO	--Whole-Orphan Child
WPA	--Work Projects Administration
WPS	--Welfare Personnel Standards

MERIT SYSTEM CLASSIFICATION ABBREVIATIONS

CWD I, II, III, IV, or V	--County Welfare Director
PAS I, II, or III	--Public Assistance Supervisor
PAW I or II	--Public Assistance Worker
CWSW	--Child Welfare Services Worker
Pr & Res Inv	--Property and Resources Investigator
Jr Clk	--Junior Clerk
Sr Clk	--Senior Clerk
Chief Clk	--Chief Clerk
Jr Typ Clk	--Junior Typist Clerk
Sr Typ Clk	--Senior Typist Clerk
Jr St Clk	--Junior Stenographer Clerk
Sr St Clk	--Senior Stenographer Clerk
Jr Bk Clk	--Junior Bookkeeper Clerk
Sr Bk Clk	--Senior Bookkeeper Clerk
Chief Bk Clk	--Chief Bookkeeper Clerk
Ad & Gr Op	--Addressograph and Graphotype Operator
Recpt	--Receptionist
Jntr	--Janitor

ABBREVIATIONS

AGO	--Attorney General's Opinion
AGO NS	--Attorney General's Opinion, New Series
AMA	--Agricultural Marketing Administration
ANB	--Aid to Needy Blind
ANC	--Aid to Needy Children
APSB	--Aid to Partially Self-Supporting Blind Residents
Abd	--Abandoned Child
BHI	--Boarding Homes and Institutions
Cal Const	--California Constitution
CC	--Civil Code
CCP	--Code of Civil Procedure
CCS	--Crippled Children Services
CDE	--California Department of Employment
CIF	--Child of Incapacitated Father
CWS	--Child Welfare Services
Cir L	--Circular Letter
Dept Bul	--Department Bulletin
Ed C	--Education Code
Elec C	--Elections Code
FSA	--Farm Security Administration
FSSA	--Federal Social Security Act
FSSB	--Federal Social Security Board
FSecA	--Federal Security Agency
FWA	--Federal Works Agency
Fdlg	--Foundling
Gen Law	--General Law
Gov C	--Government Code
GR	--General County Relief
H&SC	--Health and Safety Code
HO	--Half-Orphan
IN	--See GR
Illeg	--Illegitimate Child
Ins C	--Insurance Code
LC	--Labor Code
Mil & Vet	--Military and Veterans Code
NYA	--National Youth Administration
OAS	--Old Age Security
OASI	--Federal Old-Age & Survivors Insurance
OWP	--Other Welfare and Relief Programs
PCI	--Child Whose Parent Committed to Institution
Pen C	--Penal Code
Pol C	--Political Code
Prob C	--Probate Code
Pub Res C	--Public Resources Code
RCL	--Rule and Case Law
RRB	--Railroad Retirement Board
RR Ins	--See RUI
RUI	--Railroad Unemployment Insurance
Rev & Tax C	--Revenue and Taxation Code

ADOPTION--A proceeding by which adopting party assumes a parental relationship toward the child of another. Only a minor child may be adopted; and person adopting must be at least 10 years older than the person adopted. Adoption results in a complete substitution of parents. In this respect it differs materially from guardianship. Guardianship suspends the rights and obligations of the natural parents; adoption extinguishes them. But the substitution is only of immediate parents, and not of grandparents or other relatives. Effect of adoption on inheritance is as follows:

1. Adopted child succeeds to estate of his adopting parents in the same manner as a natural child; but does not inherit from his "new grandparents" i.e., the parents of his adopting parents.
 2. Adopted child does not succeed to estate of his natural parents; but does inherit from his natural grandparents.
 3. Adopted child does not inherit from collateral relatives of adopting parents.
 4. Inheritance from adopted child is governed by the same rules--adopting parents succeed, but natural parents do not.
- (See also Custody; Guardian and Ward.)

AFFIDAVIT--A written declaration under oath. Affidavits to be used before any court, judge or officer of this State, may be taken before any officer authorized to administer oaths. (For list of officers authorized to administer oaths in California, see Oaths and Affirmations.)

An affidavit taken in another state of the U.S., to be used in this State, may be taken before a commissioner appointed by the Governor of this State to take affidavits and depositions in such other state, or before any notary public in another state, or before any judge or clerk of a court of record having a seal.

An affidavit taken in a foreign country to be used in this State may be taken before an ambassador, minister, consul, vice consul, or consular agent of the U.S., or before any judge of a court of record having a seal in such foreign country.

When an affidavit is taken before a judge or a court in another state, or in a foreign country, genuineness of signature of judge, existence of court, and fact that such judge is a member thereof, must be certified by the clerk of the court, under the seal thereof.

AFFIRMATIONS--See Oaths and Affirmations.

APPLICANT--One who has filed a properly signed application for OAS, ANB, or APSB or one on whose behalf such application has been filed; or

One who has filed a properly signed application for ANC on behalf of a child or of children. This may be a parent or person in loco parentis.

APPRAISE--To value property at what it is worth.

THE FOLLOWING TERMS SHOULD BE CONSIDERED GENERAL CHARACTERISTICS IN ORDER TO SERVE AS GUIDES AND SHOULD NOT BE CONSTRUED AS STRICT OR COMPREHENSIVE DEFINITIONS WHICH ARE TRUE UNDER ALL CIRCUMSTANCES.

ACKNOWLEDGEMENT OR PROOF OF AN INSTRUMENT MAY BE MADE:

Within California:

1. At any place, before a justice or clerk of the Supreme Court, or judge of a superior court;
2. Within the city, county, city and county, township or district for which the officer was elected or appointed, before either:
 - a. Clerk of a court of record;
 - b. County recorder;
 - c. Court commissioner;
 - d. Notary public;
 - e. Justice of the peace.

Without California, but within the U.S., and within the jurisdiction of the officer, before either:

1. Justice, judge, or clerk of any court of record of the U.S.;
2. Justice, judge, or clerk of any court of record of any state;
3. Commissioner appointed by the Governor of this State for that purpose;
4. Notary public;
5. Any other officer of the State where the acknowledgement is made authorized by its laws to take such proof or acknowledgement.

Without the U.S., before either:

1. Minister, commissioner, or charge d'affaires of the U.S. residence and accredited in the country where the proof or acknowledgment is made;
2. Consul, vice consul, or consular agent of the U. S., resident in the country where the proof or acknowledgement is made;
3. Judge of a court of record of the country where the proof or acknowledgement is made;
4. Commissioners appointed for such purposes by the Governor of California, pursuant to special statutes;
5. Notary public;
6. Any officer of the Navy or Marine Corps authorized to administer oaths for the purposes of administration of naval justice and for other purposes of naval administration; and if made at sea, the venue of the certificate need only recite that fact.
(See also Instrument; Writing.)

Documentary evidence--Evidence supplied by writings and documents of every kind in the widest sense of the term.

Expert evidence--Testimony given in relation to some scientific, technical, or professional matter by experts, i.e., persons qualified to speak authoritatively by reason of their special training, skill, or familiarity with the subject.

Hearsay evidence--Evidence not proceeding from the personal knowledge of the witness, but from the mere repetition of what he has heard others say.

Indirect evidence is that which tends to establish the fact in dispute by proving another, and which, although true, does not of itself conclusively establish that fact, but which affords an inference or presumption of its existence. Example: Proof that a person was naturalized upon a certain date as evidence that he was at least 21 years of age at that time.

Indispensable evidence is that without which a particular fact cannot be proved. Example: Evidence of the citizenship of parent or husband when derivative citizenship is claimed.

Oral evidence--Evidence given by word of mouth; the oral testimony of a witness.

Original evidence--An original document, writing, or other material object introduced in evidence as distinguished from a copy of it or from extraneous evidence of its contents or purport.

Partial evidence is that which goes to establish a detached fact, in a series tending to the fact in dispute. It may be received, subject to being rejected as incompetent, unless connected with the fact in dispute by proof of other facts. Example: Proof that a person claiming to have become a citizen through collective naturalization when North Dakota was admitted to statehood had filed his declaration of intention prior to 1889, the date of North Dakota's admittance to the Union.

EVIDENCE--The means of ascertaining the truth respecting a question of fact. Proof is the establishment of a fact by evidence. The degree of proof which, excluding possibility of error, produces absolute certainty is not required, because such proof is rarely possible. Moral certainty is required, or that degree of proof which produces conviction in an unprejudiced mind.

There are several degrees of evidence:

1. Primary and secondary.
2. Direct and indirect.
3. Prima facie, partial, satisfactory, indispensable, and conclusive.

Circumstantial evidence--This is proof of various facts or circumstances which usually attend the main fact in dispute, and therefore tend to prove its existence, or to sustain, by their consistency, the hypothesis claimed. Or as otherwise defined, it consists in reasoning from facts which are known or proved to establish such as are conjectured to exist.

Conclusive or unanswerable evidence is that which the law does not permit to be contradicted. Example: The record of a court of competent jurisdiction cannot be contradicted by the parties in the action.

Corroborative evidence is additional evidence of a different character, to the same point. Example: A hospital record and an insurance policy both showing that an applicant for OAS has reached the age of 67.

Cumulative evidence is additional evidence of the same character, to the same point. Example: Several personal affidavits as to the age of an applicant for aid.

Direct evidence is that which proves the fact in dispute, directly, without an inference or presumption, and which in itself, if true, conclusively establishes that fact. Example: The affidavit of a witness who attended a marriage as evidence of the marriage.

FEE--An unlimited estate of inheritance; the highest estate which there is in land; also used instead of commission, as broker's fee.

FIDUCIARY--One who holds property in trust for another; a trustee.

FIXTURES--A thing is deemed to be affixed to land when it is attached to it by roots, as in the case of trees, vines, or shrubs; or imbedded in it, as in the case of walls; or permanently resting upon it, as in the case of buildings; or permanently attached to what is thus permanent, as by means of cement, plaster, nails, bolts, or screws; except that for the purposes of sale, emblements, industrial growing crops, and things attached to or forming part of the land, which are agreed to be severed before sale or under the contract of sale, shall be treated as goods and be governed by the provisions of the C.C. regulating the sales of goods.

Sluice-boxes, flumes, hose, pipes, railway tracks, cars, blacksmith shops, mills, and all other machinery or tools used in working or developing a mine, are deemed affixed to the mine.

When a person affixes his property to the land of another without an agreement permitting him to remove it, the thing affixed belongs to owner of land, unless he chooses to require former to remove it. A tenant may remove any fixtures added for purposes of trade, manufacture, ornament or domestic use unless they have been so affixed as to become an integral part of the premises and cannot be removed without injury to the premises.

Parties to a sale may, by agreement between themselves, determine the character of property. Thus, a conditional sale may be made of heavy machinery which is later affixed to the realty of the buyer and yet remains the personal property of the seller until the terms of the contract are fulfilled. This agreement will not, however, affect its character as to bona fide purchasers or encumbrancers of the buyer's interest.

(See also Real Property)

Positive evidence--Direct proof of the fact or point in issue; evidence which, if believed, establishes the truth or falsehood of a fact in issue and does not arise from any presumption. It is distinguished from circumstantial evidence.

Prima facie evidence is that which suffices for proof of a particular fact, until contradicted and overcome by other evidence. Example: Passport issued two or more years prior to application for aid, as evidence of age.

Primary evidence is that kind of evidence, which, under every possible circumstance affords the greatest certainty of the fact in question. Thus, a written instrument is itself the best possible evidence of its existence and contents. Example: A certificate of naturalization as evidence of citizenship.

Satisfactory evidence--Such evidence as is sufficient to produce a belief that the thing is true; credible evidence; that amount of proof which ordinarily produces a moral certainty or conviction in an unprejudiced mind.

Secondary evidence is that which is inferior to primary. Thus a copy of an instrument or oral evidence of its contents is secondary evidence of the instrument and contents.

Social evidence--Includes all items which throw light upon the question at issue. Social evidence has an advantage over legal evidence in that it can include facts of slight probative value or which when regarded as isolated facts may seem trifling and apparently irrelevant.

EXCHANGE--Act of parting with something in return for an equivalent. A common law conveyance for the reciprocal transfer of landed interests of the same degree.

EXECUTOR--A man appointed by a testator to carry out the provisions of his will.

EXECUTRIX--A woman appointed by a testator to carry out the provisions of his will.

FACT, MISTAKE OF--See Mistake of Fact.

GIFT DEED--See Deed.

GRANT--A transfer of property, real or personal, by deed or writing. In personal property "grant" is often used as an equivalent to assignment as distinguished from a gift.

GRANT DEED--See Deed.

GRANTEE

1. The person to whom a grant or conveyance is made.
2. The person on whose eligibility a grant of aid is based.

GRANTOR--The person who makes a grant or conveyance.

GRUBSTAKE CONTRACTS and PROSPECTING AGREEMENTS entered into after September 19, 1939, which may in any way affect the title of mining locations, or other locations under the mining laws of this State, are void and of no effect unless the instrument has first been recorded in office of county recorder of county in which instrument is made. Grubstake contracts and prospecting agreements, duly acknowledged before a notary public or other person competent to take acknowledgements shall be prima facie evidence in all courts in this State in all cases wherein title to mining locations and other locations under the mining laws of this State are in dispute.

FORECLOSURE--See Mortgage

FRAUD--is either actual or constructive.

Actual fraud consists of any misstatement, omission or suggestion made by an applicant or recipient, with the intent to deceive the county, State or Federal Government.

Constructive fraud consists of any breach or neglect of a legal duty (such as failure to report income, property, or changes affecting eligibility) which, without an actually fraudulent intent, gains an advantage to the person in fault.

FREEHOLD--An undetermined estate in real property.

GENDER--Masculine gender includes feminine and neuter.

Gift--A transfer of personal property made voluntarily and without consideration.

Three essential elements of a gift are:

1. Interest on part of donor having capacity or contract to make an unconditional gift.
2. Actual or symbolical delivery of thing to the donee such as to relinquish all control by the donor. (This is for the purpose of passing titles.) Actual delivery is not necessary where the property is incapable of delivery, or where it is already in the possession of the donee, provided donor parts with dominion over the property.
3. The donee must signify his acceptance except where it may be presumed. Where gift is to his advantage and he has knowledge thereof acceptance may be presumed.

A donor may make a valid gift of property reserving to himself a life interest in, or a life income from the property given or dividends, or interest for life on a sum given.

A verbal gift is not valid unless the means of obtaining possession and control of the thing are given nor if it is capable of delivery, unless there is an actual or symbolical delivery of the thing to the donee.

A power of revocation may be reserved in a gift of personal property; otherwise a gift other than a gift in view of death cannot be revoked by the giver.

A gift made in view of death, i.e., in contemplation, fear, or peril of death and with intent that it shall take effect only in case of the death of the giver, may be revoked at any time and is revoked by the donor's recovery from the illness or escape from the peril under which it was made. Any gift made during the last illness of the giver, or under circumstances which would naturally impress him with an expectation of speedy death, is presumed to be a gift in view of death.

A mortgage must be in writing. No particular form is required; the statutory form which may be used is very simple. Mortgages of real property are acknowledged, certified, and recorded in the same manner as grants of real property.

Every transfer of an interest in property, other than in trust, made only as a security for the performance of another act, is to be deemed a mortgage (except in cases of pledge of personal property). The burden of proof is on the party asserting that the deed is a mortgage, and the evidence must be clear and convincing in order to establish the fact. The test is whether there was an existing obligation at the time; but it need not be evidenced by a writing.

In California, there are two distinct forms of transactions involving land as security: mortgages and deeds of trust. The deed of trust is an anomaly, chiefly for the reason that it is an established principle, expressed in the codes, that a deed intended as security will be construed as a mortgage. But, in spite of this inconsistency, the deed of trust was recognized as a valid form of security at an early date, before the adoption of the codes. Later cases also upheld its validity, and today it is well established and is far more widely used than the mortgage.

Lien theory of mortgage--The deed of trust is thrown into strong contrast with the mortgage, because in California the common law title theory of mortgage has not been adopted. At common law, the mortgagee received title, subject to defeasance by a condition subsequent, the payment of the debt by the mortgagor. In California, no title passes by the mortgage; the mortgagee acquires only a lien.

Mortgage compared with deed of trust--In contrasting the ordinary mortgage (without power of sale) with the deed of trust, the following are said to be the chief differences:

	A. MORTGAGE	B. DEED OF TRUST
1. PARTIES	TWO PARTIES, MORTGAGOR AND MORTGAGEE. D, THE DEBTOR-MORTGAGOR, GIVES C, THE CREDITOR MORTGAGEE, A LIEN UPON THE PROPERTY OF D AS SECURITY FOR AN OBLIGATION OWED TO C.	USUALLY THREE PARTIES, TRUSTOR, TRUSTEE AND BENEFICIARY. D, THE DEBTOR-TRUSTOR, CONVEYS THE TITLE TO HIS PROPERTY TO T, TRUSTEE, TO BE RECONVEYED TO D IF HE PERFORMS HIS OBLIGATION, BUT IN CASE HE FAILS TO PERFORM, TO BE SOLD FOR THE SATISFACTION OF D'S OBLIGATION TO C, THE CREDITOR-BENEFICIARY.
2. TITLE	REMAINS WITH THE MORTGAGOR UNTIL FORECLOSURE SALE, THEN IT PASSES FROM THE MORTGAGOR TO THE PURCHASER.	PASSES TO TRUSTEE WHO HOLDS IT UNTIL DEFAULT, THEN, AFTER SALE, IT GOES FROM TRUSTEE TO PURCHASER.
3. STATUTE OF LIMITATIONS	ACTION TO FORECLOSE THE MORTGAGE IS BARRED WHEN THE STATUTE HAS RUN ON THE PRINCIPAL OBLIGATION.	RIGHTS OF THE CREDITOR AGAINST THE PROPERTY ARE NEVER BARRED, FOR THE TRUSTEE HAS TITLE AND CAN ALWAYS SELL.
4. REMEDIES	THE ONLY REMEDY OF THE MORTGAGEE IS FORECLOSURE UNLESS THE MORTGAGE PROVIDES FOR A POWER OF SALE.	ALTERNATIVE REMEDIES OF SALE OR FORECLOSURE ARE NOW PERMITTED.
5. REDEMPTION	IN ADDITION TO THE EQUITY OF REDEMPTION, THE MORTGAGOR HAS THE STATUTORY RIGHT OF REDEMPTION FOR ONE YEAR.	THE DEBTOR HAS A LIMITED RIGHT OF REINSTATEMENT OF THE LOAN AFTER DEFAULT, BUT NO RIGHT OF REDEMPTION, THE SALE IS ABSOLUTE.
6. DEFICIENCY JUDGMENT	A DEFICIENCY JUDGMENT, IF PROPER, MAY BE ENTERED IN THE FORECLOSURE SUIT.	AFTER SALE, A SEPARATE ACTION MUST BE BROUGHT FOR THE DEFICIENCY, UNLESS THE REMEDY OF FORECLOSURE IS EMPLOYED.

MINERAL RIGHTS AND LEASES--See Real Property.

MINING CLAIMS, TUNNEL RIGHTS AND MILL SITES--Under California law, a mining claim is an interest in real property and, even though unpatented, constitutes a possessory interest subject to inheritance or transfer by quit-claim deed.

Any person, a citizen of the U.S., or who has declared his intention to become a citizen, who discovers a vein or lode of quartz, or other rock in place, bearing gold, silver, cinnabar, lead, tin, copper, or other valuable deposit, may locate a claim upon such vein or lode. The proprietor of a vein or lode or mine, or the owner of a quartz mill or reduction works, or any person qualified by laws of the U.S. may locate not more than five acres of nonmineral land as a mill site. Location shall be made in the same manner as required for locating placer claims.

Within 30 days after posting his notice of location upon a lode, mining claim, placer claim, tunnel right or location, or mill site claim or location, locator shall record a true copy of the notice in office of county recorder of county in which such claim is situated.

Claims which are conveyed by patent are termed patented mining claims. In the sense used in this Manual, a patent is an instrument by which the State or Federal Government conveys land upon compliance with certain requirements. Claims which have not been conveyed are called unpatented claims.

See also Grubstake Contracts.

MINORS--All persons under 21 years of age, except that a female of the age of 18 or over who is lawfully married is deemed to be of the age of majority and an adult for the purpose of entering into any engagement or transaction respecting property or her estate, or any contract.

Minor's property--Although parent of child is entitled to its custody, services and earnings, this right does not extend to child's property, and parent, as such, has no control over property, real or personal, of child.

See also Custody.

MISTAKE OF FACT--is a mistake, not caused by the neglect of a legal duty on the part of the person making the mistake, and consisting in:

1. An unconscious ignorance or forgetfulness of a fact past or present, pertinent to the determination of the grant of aid; or
2. Belief in the present existence of a fact pertinent to the determination of the grant of aid, which fact does not exist, or in the past existence of such a fact, which has not existed.

MORTGAGE--Any interest in real property which is capable of being transferred may be mortgaged. If the mortgage is made on property which the mortgagor does not own, and he afterwards acquires title, the after-acquired title inures to the benefit of the mortgagee as security. Such a mortgage of property to be afterwards acquired is valid.

Sale of Foreclosure--The purchaser at the sale of foreclosure acquires the title of the mortgagor at the time of the sale, but he is not entitled to possession of the property until the time for redemption (one year from date of sale) has expired, and as a consequence, may not, as a general rule, place a receiver in charge of the property during the period for redemption. The mortgagor or his successor in interest is entitled to remain in possession until the execution of the sheriff's deed, but not afterwards. After execution of the deed, the purchaser is entitled to possession of the entire interest of the mortgagor on the premises, freed from leasehold or other subsequent interest. A purchaser of an undivided interest is entitled to be placed in possession jointly and in common with other parties holding undivided interests not derived from the mortgagor.

A purchaser at the mortgage sale who takes actual possession and control of the property is liable for negligence resulting in personal injuries, notwithstanding the year for redemption has not expired and notwithstanding the receiver who was appointed to take possession and control of the property was not discharged until some time after the accident.

Mortgage, first--A first mortgage represents the first claim on a property.

Mortgage, second--A second mortgage is subordinate to a first mortgage.

Mortgagee--The person to whom property is mortgaged. One who makes a mortgage.

Mortgagor--The owner of property who gives a mortgage to the mortgagee.

NEGOTIABLE--Capable of being negotiated; assignable or transferable in ordinary course of business; specifically, transferable by delivery, with or without indorsement as case may be, so that title passes to transferee, who, if a bona fide holder without notice, is not prejudiced in his rights by any defect or flaw in title of prior parties or by any personal defenses available to prior parties among themselves.

Construction in favor of mortgage--If there is any doubt as to the nature of the transaction, it will be construed to be a mortgage and not a deed of trust. The mere fact, however, that the creditor is a trustee will not invalidate the deed of trust, if it clearly appears that such an instrument was intended.

Effect of deed of trust--The deed of trust actually gives the trustee only such interest as is necessary to carry out the trust; in practical effect, it is little more than a mortgage with power to convey.

Power of sale mortgage--The mortgage may provide that upon default the mortgagee shall have the power to take possession and sell the property. In such case, the mortgagee conveys the mortgagor's title to the purchaser, as the mortgagor's attorney in fact. But even with such power, the mortgagee's interest is still only a lien and the statute of limitations bars the power of sale when it has run on the principal obligation. The chief differences between the ordinary mortgage and one with power of sale are: (1) In the power of sale mortgage, the mortgagee has the option of two remedies: foreclosure or sale, (2) A sale under the power of sale probably cuts off the statutory right of redemption.

Release of mortgage--Must be made by the mortgagee or his assignee when it is paid in full. Failure to do so will make him liable for damages and a fine. Release of mortgage may be made by recording a formal instrument called a "Satisfaction (or release) of Mortgage." This must be signed and acknowledged by mortgagee or his assignee. It may also be made by what is called "marginal release." This is a notation in the margin of the records in the recorder's office signed by the mortgagee or his assignee in the presence of the recorder who certifies to the acknowledgment and puts a stamp on the mortgage showing that it has been satisfied.

Satisfaction of mortgage must be acknowledged and recorded in order to clear the records of the encumbrance created by such mortgage.